



Dynamic Minds Academy Parent Handbook

Handbook Explanation

This handbook is designed to familiarize students and families with an overview of our policies, procedures and expectations. Please take time to read it carefully. Although not inclusive of every situation, the information in this handbook is a reference guide for the successful operation of Dynamic Minds Academy. If you do not understand or need further information about any of the contents, please contact our office. Our goal is to provide a positive and meaningful educational experience for all of the students at Dynamic Minds Academy. Dynamic Minds Academy is a tuition-free public charter school. Students are admitted to Dynamic Minds Academy at no cost.

Board of Directors

Dynamic Minds Academy is governed by its Board of Directors (the “Board”). The Board will operate in accordance with its bylaws. The Board has entered into a Charter Agreement with Education One which is a division of Trine University. The bylaws and Charter Agreement shall be available on the School’s website, <http://www.dynamicmindsacademy.org>.

Board meetings are scheduled the third Thursday of each month at 5:30 PM and will be held at the Dynamic Minds Academy / The Hope Source location. The Board can be contacted via email at DMABoard@dynamicmindsacademy.org.

Mission and Vision

Mission: Dynamic Minds Academy aims to bridge the gap between treatment and education for students with autism spectrum disorder by providing evidence-based practices for personal growth within an optimal learning environment.

Vision: Dynamic Minds Academy will fill gaps in treatment and education by bridging evidence-based treatments and practices for an optimal learning environment.

Conflict of Interest Policy

Board Members will confirm annually that they have no inappropriate conflicts that would preclude them from serving Dynamic Minds Academy with fidelity. Board members will fully comply with all policies set forth independently from this handbook.

Non-Discrimination Policy and Equal Educational Opportunity

Dynamic Minds Academy will foster an educational environment that provides an equal educational opportunity for all students pursuant to all applicable federal, state, and local laws. The School follows all applicable federal, state, and local non-discrimination laws in its educational programs. The School does not, and will not, discriminate on the basis of race, color, national origin, sex, age, religion, disability, or any other protected category specified in applicable federal, state, or local law.

Anti-Harassment Policy

All students, administrators, and employees are responsible for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on School grounds immediately before, during, or immediately after School hours; in any School program or activity taking place in School facilities, on School transportation, or at other off-campus locations, such as at School-sponsored field trips or a training program. This policy also provides for the use of property or equipment provided by the School, including School-owned computers and the School's computer network.

Anyone who believes that a student has been or is the victim of harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, or an administrator.

Romantic relationships between students are strongly discouraged.

Sexual Harassment

Students shall not engage in any activity to harass an employee or student through conduct or communications of a sexual nature.

"Sexual Harassment" is defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made a term or condition of employment or education;
- b) Submission to, or rejection of, such conduct is used as a basis for academic or employment decisions affecting that individual;
- c) Such conduct has the effect of unreasonably interfering with the individual's academic or professional performance or of creating a hostile or offensive work or education environment;
- d) Denial of an employment or educational opportunity occurs directly because an individual refused to submit to unwelcome requests for sexual favors made by a supervisor or teacher;
- e) Such conduct is engaged in by volunteers and/or non-employees over which the School has some degree of control of their behavior while on school property. a) Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, making sexual comments or innuendoes, whistling or making other sexually suggestive sounds.

Examples of sexual harassment include the following:

- a) Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, making sexual comments or innuendoes, whistling or making other sexually suggestive sounds.

Anti-Bullying Policy

Bullying is prohibited by Dynamic Minds Academy. Students who commit any acts of bullying will be subject to discipline, including, but not limited to, suspension, expulsion, arrest, and/or prosecution.

Definition

“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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student. Such actions create for the targeted student an objectively hostile school environment that:

- a) places the targeted student in reasonable fear of harm to his or her person or property;
- b) has a substantially detrimental effect on the targeted student’s physical or mental health;
- c) has the effect of substantially interfering with the targeted student’s academic performance; or
- d) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose, any burden or sanction on the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; or
- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Applicability

Dynamic Minds Academy prohibits bullying in all forms including, but not limited to, bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education

Dynamic Minds Academy will provide training and/or instruction on anti-bullying prevention and policy to all students in grades Kindergarten through 12, as well as staff, in accordance with Indiana law.

Reporting

Anyone who believes that a student has been, or is the victim of, bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Education Director). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should make a report directly to the Education Director. Bullying reports to the Department of Child Services and/or law enforcement

must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. Dynamic Minds Academy will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. Dynamic Minds Academy will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, requests for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then Dynamic Minds Academy shall take appropriate intervention and responses as consistent with policy and procedure. Dynamic Minds Academy will take prompt and effective steps reasonably calculated to stop the bullying, to remedy the bullying, and to prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense, the matter may be referred to law enforcement. Dynamic Minds Academy shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified by telephone or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parental notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School policy.

Public Displays of Affection

Public displays of affection between students are strictly prohibited. Should this occur, parents will be notified. DMA works with The Hope Source clinical staff on a therapeutic solution to behaviors, but disciplinary action may be necessary in some instances. Each incident will be handled on a case-by-case basis.

Social Media Policy

Dynamic Minds Academy recognizes that the Internet and related technology enhances the learning process if such technology is appropriately accessed. Students are expected to use social media responsibly and to employ their own good judgment. Students are encouraged to review this policy for guidance on appropriate use of social media. Teachers are not allowed to communicate with students via social media.

The school prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. Students using social media to bully or harass other students are subject to the Anti-Bullying Policy and discipline procedures. Students should alert a teacher or other staff member if they see threatening, inappropriate, or harmful content online (including messages, posts, and, images).

To protect the identity and dignity of our students, Dynamic Minds Academy will never include identifying pictures, or names/information on any social media platforms. In partnership with The Hope Source, Dynamic Minds Academy has provided a private Facebook group for parents/guardians as a way to connect and learn about upcoming events. Dynamic Minds Academy accepts no responsibility for conversation topics, comments, etc. made in this group.

Attendance policy

Please contact the parent communication line via email or text to report all full or partial day absences at client.attendance@asdhopesource.com. Regular attendance is vital to a child's learning process; however, if a student is absent due to illness or another reason, please notify us as soon as possible. The Dynamic Minds Academy and Hope Source staff are scheduled based on the number of students in attendance. Having prior knowledge of absences (including vacation time) allows staff members to utilize time where student attendance is decreased for their personal time off as well.

Due to our extended school year students are permitted to be absent a total of 13 days (97.5 hours) of school for sick time, outside therapy, or personal reasons. (Time is prorated based on start date.) Doctor and dental visits will be excused with appropriate documentation; however, we do encourage that these visits be scheduled outside of school hours. It is the parent(s)'s responsibility to communicate these absences and provide necessary documentation to Dynamic Minds Academy attendance officials promptly. Any absences beyond those allotted days will accrue towards truancy reporting. After 10 unexcused absences have accrued beyond those allotted, the student will be considered habitually truant and will be reported to the appropriate officials. Additionally, that student may face expulsion from Dynamic Minds Academy. Please see Procedures for Expulsion in the Student Discipline section of this handbook.

The Department of Education defines chronic absenteeism as students absent from school for 10 percent or more of a school year for **any** reason. Should there be medical reason for habitual absences (the state defines this as missing 20 days or more), documentation must be provided to the Dynamic Minds Academy Education Director. Documentation provided must be from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition.

Per IC 20-18-2-26.5, parents/guardians of students in grades K through 6th grade who are absent 5 days from school within a 10-week period without being excused will be informed of their responsibilities regarding their child's attendance. Also, parents/guardians must attend an attendance conference with school personnel.

Unexcused Absences (No doctor or dental note provided)	Consequences
13 days (97.5 hours)	No consequence, included in RTO due to extended year
23 days (172.5 hours)	Considered habitually truant, reported to appropriate officials, may face expulsion
36 days (270 hours)	Considered chronic absenteeism

School-Home Communication

Every student will have a "Take home folder" that will be sent home each day provided by DMA/THS. This folder will be sturdy, labeled with the student's initials, and will include a sheet protector. This folder will be used to send home any important parent communication including the daily parent communication log for therapy. This log should be reviewed daily and signed by the parent.

Classroom teams will send a weekly newsletter to parents each Friday detailing the plans and announcements for the upcoming week. This newsletter will be sent electronically via email and/or Remind. Parents should review this newsletter weekly and reach out to their child's teacher if they have any specific questions regarding their child's academic progress. Teachers will communicate any questions or concerns with parents via email, Remind, or phone.

Dynamic Minds Academy has a school-wide Remind account that allows parents and teachers an easy way to communicate without sharing phone numbers. All parents are automatically added to their child's classroom upon enrollment. Remind can be accessed via text message, email, or through the Remind app.

Grading

Teachers use a variety of assessment techniques to determine grades. Some of these techniques include projects, daily work production, tests, observation, rubrics, and review of goals accomplished. Our teachers will strive to create authentic assessments that focus on how, where, and why students use new skills. We believe that in order to provide students with valid measures of their understanding, we must create assessments that promote generalization of skills necessary for success in life, as well as in school.

Students in grades K-7 will receive skills-based report cards that report on their acquisition of foundational Mathematics and English/Language Arts and Reading skills.

Students in grades 8-12 will receive letter grades in the courses they enroll in via Plato as well as offline coursework completed with their classroom teacher.

90% - 100%.....	A
80% - 89%.....	B
70% - 79%.....	C
60% - 69%.....	D
59% and below.....	F

How students demonstrate mastery of these standards is flexible. It could be through a discussion, essay, project, test, or classwork activities. Each type of activity will be weighted the same and recorded as one opportunity to demonstrate mastery. This allows our instructional staff the ability to individualize education and meet students where they are while still holding uniformly high expectations.

Each standard addressed in the course will have numerous opportunities to demonstrate progress towards, and hopefully ultimately result in, mastery of the standard.

Teachers will assess mastery of both the state standards and the content connectors, also known as “alternate standards.” How we determine eligibility for earned credit towards a diploma is as follows:

- If a student masters at least 60% of standards --> credit awarded
- If a student is “approaching mastery” of at least 80% of standards --> credit awarded
 - This means if a student has any combination of mastery and approaching mastery of at least 80% of standards --> credit awarded
- If a student masters 100% of content connectors --> credit awarded
- If a student does not meet any of the above criteria --> either an applied credit will be awarded (which does not count towards a diploma), or the student will have an opportunity to continue the course and redo any standards not mastered.

Curriculum and Assessment

Our students in grades K-7 receive instruction based on the Indiana State Standards supported by the following curriculums: Orton-Gillingham Reading Intervention, Math U See by Demme Learning, and Reading A-Z. Science and Social Studies content is integrated through therapy projects and non-fiction reading. Project-based learning, play-based learning, and action-based learning principles are applied throughout our elementary and middle school levels to allow more access to education at every child’s readiness level.

Our students in grades 8-12 are primarily enrolled in classes via Plato Courseware to allow access to all courses required for an Indiana Diploma. Teachers also provide instruction based on the Indiana State Standards in the core subject areas of Math, ELA, Science, and Social Studies as tablework. Teachers also offer elective credits via the coursework completed during tablework.

All our students participate in state-mandated standardized testing with the accommodations outlined in their Individualized Education Plans. Additionally, we take a formative assessment twice per year to assess student achievement and growth. This assessment is called Exact Path. Reports on this assessment are sent home at the conclusion of each testing window.

Lunch and Snack

Students will need to bring a sack lunch to school each day. Due to limited refrigerator space, we ask that an icepack is included in the client’s lunchbox to keep items cold. Microwaves are available to

clients to heat items in their lunch. Students should also bring a personal water bottle that is labeled with his/her name. Students can fill their bottles as needed using our water fountains. Students are also asked to bring healthy snacks for AM and PM snack time. This can be sent daily or weekly. Please label all snack items that are sent in for more than a day.

As an organization, we believe that healthy, whole foods nourish the body and the mind; which provides the best learning opportunity for our clients. The Hope Source Café stocks items that are always free of: added hormones, artificial and trans fats, artificial sweeteners, antibiotics, high fructose corn syrup, artificial preservatives, and artificial food dyes and flavors. While we recognize specific diets, and food selectivity are common, the following items are restricted from entering our facility: caffeinated drinks, cola or other soft drinks, candy, food or drinks that are artificially red or blue in color, and other high sugar items. If found, these items will be confiscated and returned home that day. Please contact the Education Director or your family guidance coordinator with The Hope Source for more information.

Students who have limited food options/food selectivity may have a food program added to their treatment plan with The Hope Source. Please contact your THS family guidance clinician if this is something you are interested in.

Drop-off and Pick-Up

Student drop-off and pick up is an important safety and organizational matter. As the year progresses, changes may be made to better accommodate the traffic and ensure student safety. The following represents procedures in place as of the printing of this handbook:

- a) Student drop off begins at 8:25am each morning and pick up is at 3:30 each afternoon
- b) Students should not exit the car to enter the building until directed by a staff member.
- c) For our Littles students, a staff member will come to the vehicle to assist with drop off and bring them out for pick up.
- d) Students should exit from the vehicle door closest to the building when possible.
- e) To ensure that drop off and pick up is as efficient as possible, please refrain from lengthy discussions with staff members or giving verbal messages at this time. Please remain in your vehicle.
- f) Parents should always use extreme caution and minimal speed during pick up and drop off. Watch for children at other drop off doors. The speed on Craig Street is 20 mph and the speed in the parking lot is 5 mph.
- g) Parents dropping off after 8:40 should follow the **Late arrival, Early departure & Late pick-up procedures**
- h) Parents arriving to pick up after 3:40 should follow the **Late arrival, Early departure & Late pick-up procedures**

Late arrival, Early departure & Late pick-up procedures

Please call, text, or email the DMA/THS parent communication line ASAP to report all late arrivals, early departures or late pick-ups: (317-578-0410 or client.attendance@asdhopesource.com). Drop off hours are at 8:25-8:40 AM and Pick up is at 3:30pm-3:40pm. This is the only time of the day that these specific doors are monitored.

- o *Late arrival*- Students arriving to school after 8:40 am must enter through the main office doors and be signed in by a parent or other adult. Parents will be asked to wait with their child until

the appropriate staff member is present to take them. If a student arrives past 8:40, they will be marked tardy.

- o *Early departure*- Students leaving school for appointments or other reasons should be picked up from the main office door. Parents must enter the building and sign students out. Advance notice should be given when possible, via the parent line or an email.
- o *Late pick up*- Parents are expected promptly at dismissal time. In the event of an emergency that necessitates a pick-up later than 3:40 pm, parents should pick up at the front office doors. If a student is picked up after 3:40 there is an automatic \$10 fee charged to parents if picked up by 4:00 pm. If picked up between 4:00 pm and 4:30 pm, the one-time charge increases to \$20. If a student is not picked up by 4:30 pm, it is a \$1 per minute charge until the student is picked up. **If a student has not been picked up by 5 pm, and no authorized person has been reached, the staff will contact the local police.**

Before & After Care

Consistent before and after care can be arranged through the Education Director for a weekly fee. Fees are billed every four weeks via Paypal. Students can arrive as early as 7:30 am and stay as late as 4:30 pm. Due to staffing, this is a service that must be used daily to reserve these rates. Students should be dropped off and picked up at the main entrance. Rates are as follows.

Early arrival rates:

- Drop off between 7:30 am and 8:00 am- \$40 per week
- Drop off between 8:00 am and 8:25 am- \$20 per week

Late stay rates:

- Pick up between 3:40pm and 4:00 pm- \$20 per week
- Pick up between 4:00pm and 4:30 pm- \$40 per week

Families that use before and after care will receive a \$5 reduction on the combined rate. *Ex. Attending from 7:30 am to 4:30 pm would be \$75 per week versus \$80 per week.*

For families with multiple children attending, each additional child is half-price. *Ex. Two siblings attend 7:30 am to 8:25 am, the cost would be \$60 per week.*

A sliding scale is available for families experiencing financial hardship. Please contact the Education Director to learn about the options available.

Families utilizing medical transportation will receive a 30-minute grace period. If they arrive between 8:00 am and 8:25 am and/or get picked up between 3:40 pm and 4:00 pm, there will be no charge. For drop-offs prior to 8:00 am or pick up after 4:00 pm, they will be charged regular rates.

If a child is not picked up by 4:30PM it is then a \$1 per minute charge until the student is picked up. **If a student has not been picked up by 5 pm, and no authorized person has been reached, the staff will contact the local police.**

Student Dress Code

The following general guidelines are in place in order to promote a safe environment that focuses on education and minimizes distractions. Administration reserves the right to determine if a student is wearing something that distracts or interferes with the learning environment. If a student's apparel is determined to be inappropriate for school, parents will be asked to bring a change of clothing or a student may be given clothes from Dynamic Minds Academy to wear.

1. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.
2. Shorts and skirts must be fingertip length when arms are resting at sides.
3. The following items are strictly prohibited: Spaghetti strap tank tops, crop tops, transparent/mesh clothing.
4. Clothing should not display or suggest alcohol, tobacco or other drug related messages, profanity, violence, gang related symbols, obscene or sexually suggestive content.
5. Students participating in recreational activities or physical education must bring appropriate clothing.
6. Girls that are physically mature must wear appropriate undergarments.
7. Shoes with wheels are not permitted.
8. Heels on shoes should not be more than 2 inches tall
9. Hats, caps, bandannas are not permitted without special permission.
10. Coats, hats, gloves, and scarves need to be placed in a locker with the student's backpack. An extra sweatshirt may be sent in if the student is cold.

Locker Policy

Every student will be issued a locker to be used for personal belongings that are brought to and from school each day. All personal belongings must be stored in the locker throughout the school day with the exception of the student's lunch box, a light jacket/sweatshirt, and/or a water bottle. Lockers are not to be used for long-term storage of snacks or any other items. Students may not utilize locks or decorate their lockers with personal items. Lockers should only be visited at the start and end of each day and at mealtimes. DMA staff reserves the right to search a student's locker at any time.

Electronic Policy

Students are not allowed to bring electronic devices such as iPods, tablets, laptops, smart watches, or personal gaming systems. An exception to this rule may be made on an individual basis and must have prior written permission from the Education Director of DMA and/or Clinical Director of The Hope Source. It is strongly advised that cell phones are not brought on school property. Cell phones that are brought to school may not be utilized 8:00-3:30pm and must be kept in a student's backpack on airplane mode. If a student is found using a personal cell phone during the day, it will be confiscated and held until the end of the day for parent pick-up. Dynamic Minds Academy is not responsible for loss or damage to any personal electronic device on school property.

To enforce this policy more consistently, the DMA and THS team will be implementing the following warning system for students when they are found to be using a cell phone in the classroom or therapy space.

1st warning- Student will be asked to put it away in their backpack and the parent will be notified that their child received their first warning.

2nd warning- Staff will confiscate the phone and return it to parent/guardian at pick up that day. Parent will be notified that this is the child's second warning.

3rd warning- Staff will confiscate the phone and contact the parent to develop a plan. The two options are to check in the phone at the front desk upon arrival and pick it up at the end of the school day OR to leave the phone at home each day.

Some students have music plans developed with our occupational therapists. For those students, they are provided with an MP3 player from OT with approved music on it.

Personal Items

Personal items such as books, games, toys etc. should not be brought to school. Dynamic Minds Academy does not accept responsibility for the personal items of students. If for some reason these items are brought to school, they should remain in the student's backpack. Items that are too distracting will be collected and returned at the end of the day. Backpacks, purses and other personal bags need to be stored in the student's locker upon arrival. Should a student have difficulties following this policy an alternate plan will be developed with the family.

Dynamic Minds Academy Field trip and Outing Policy

- *Group Scheduled Trips*-Parents will have advance notice of scheduled field trips that are planned. Reminder information will be sent home prior to the event as well.
- *Small group outings/authentic learning opportunities*-Parents will be notified of small group outings the day before by notification and permission slip in the Take Home binder. These include library trips, volunteer opportunities, personal goal activities, etc.
- *Recurring outings*-If your child has a recurring outing, then you will be notified in advance the day of the week that this occurs so that you can anticipate that each week. These include pre-scheduled community outings and recreational activities.

Procedure for all outings

- Staff members will sign students in and out of the building with specific times and destination.
- All outings are intended to allow for authentic opportunities within the community while targeting desired goals.
- All outings will be noted in the communication binder
- All students must have consent to transport waiver on file

Accident Policy

If a student has a non-emergency accident at school, a staff member will complete an incident form. This form will be photocopied for your child's file and sent home in their take home binder. Parents will be contacted immediately for all urgent matters.

Health & Safety Policy

The CDC no longer recommends a 5-day isolation period for COVID-19 positive individuals. Individuals that test positive for COVID-19 should follow the same protocols and recommendations for any other respiratory virus. Individuals can return to school when, for at least 24 hours, both are true:

- Symptoms are getting better overall
- Fever has subsided (without the use of fever-reducing medication)

All other health protocols are listed here:

Medication & Supplement Dispensing Policies and Procedures

- All medications must be brought into the building by a parent/adult and checked in at the front desk. Medications may **not** be in backpacks, lunch boxes, lockers, purses, or in pockets.
- All medications will be safely stored in the locked medication cabinet in the school nursing office/health clinic
- The school nurse or her designee will only administer medications if they are FDA and/or physician approved, in the original labeled prescription bottle or manufacturer's container, and the proper written consent form has been completed by the parent or guardian.
- Medications no longer being used should be picked up by the parent or guardian within two weeks of the last dose. After two weeks, discontinued or expired medications not picked up will be properly disposed of.

Additional Health Protocols:

Students with the following symptoms should remain home:

- Fever (100.4 or higher)
- Vomiting
- Diarrhea
- Contagious eye infection
- Contagious skin infection
- Excessive runny nose
- Evidence of lice infestation, scabies or other parasitic infection

If a child arrives sick or becomes sick during the day, parents will be contacted and asked to pick up their child. If parents cannot be reached, then the child's emergency contact on file will be notified. If your child has been sent home from school due to an illness, they may not return to school until:

- They have not vomited or had diarrhea for 24 hours.
- They have taken a prescribed course of antibiotics for 24-48 hours.
- They are fever free without the use of medication for 24 hours

Visitor Procedure

Dynamic Minds Academy and The Hope Source are happy to welcome visitors in the building given the following guidelines for situations below. All visitors must report to the front desk to provide

identification, sign in, and receive a visitor's badge before entering any school area beyond the front lobby.

Lunch

Parents are welcome to join their student for lunch. Please make your request to join your student by the end of the school day prior to the day you plan to visit. Requests can be made to the Education Director or Clinical Director. A location separate from other students will be provided for the lunch visit if it is scheduled from 11:30-12 or the lunch may take place from 12-12:30pm in the Café.

Classroom Visits

Parents are welcomed in our classrooms. Parents wishing to visit their student's classroom should contact the Education Director for an appointment at least one day before the desired time and register with the school office upon arrival. All visitors must be escorted during the school day. If you would like to meet with the teacher about student progress, an appointment must be made outside of instructional time.

Field Trips

Parents are welcome to chaperone field trips that are sponsored by Dynamic Minds Academy teaching staff. Volunteers will be required to complete and have an approved criminal history background check prior to attending the field trip. The cost of the background check will be the responsibility of the volunteer.

Alternate Pick-up Person

Written authorization is required for a change in pick up procedure. Please let us know in advance so that a form may be completed. If a new person is added to the authorized pick-up list, they will be asked to show photo ID before leaving with the child.

Inclement Weather Policy

Cancellations and delays will be determined as much in advance as possible. Every effort will be made to make the decision prior to 6:30 am. Cancellations and delays will be displayed on WTHR channel 13 as well as the WTHR 13 website. We will also post this information on the Dynamic Minds Academy Facebook page and send a notification via Remind.

Celebrations

Staff members will closely monitor student dietary restrictions and food allergies during special events involving food. Permission will be requested for special events where students may be offered something different. Parents are welcome to send in special inedible treats for your child's birthday. Cake/cupcakes/candy are not allowed due to our food philosophy and other students' dietary restrictions. Unfortunately, due to confidentiality reasons, parents may not join their student for birthday celebrations. (Please see visitor policy for more information.)

Tobacco Use

Dynamic Minds Academy is a non-smoking facility. Smoking and/or tobacco use are prohibited anywhere on property, inside or outside.

Crisis Intervention, Seclusion and Restraint:

Dynamic Minds Academy refrains from using any unnecessary physical contact for behavioral intervention unless there is a safety risk/concern. Our therapeutic approach is a preventative approach with natural de-escalation techniques to reduce potential for escalation. When the safety of the student or staff is at risk, we utilize a reputable crisis intervention method called Handle with Care. We have Certified Instructors on staff who certify all necessary staff in Handle with Care methods for safe restraint.

The dignity of our students is the most important. We utilize our “Calm Rooms” when seclusion is necessary for the safety and dignity of the safety. The rooms have soft light, cozy walls, and windows for monitoring. Complete seclusion in these rooms is only permitted when the staff is at risk for safety and for brief periods of time. In most cases, the staff will sit inside the room with the student, supporting them in using coping skills. The rooms are always available for students to request when they need a low-stimulation environment. Parents/guardians must be called when restraint, transport, and/or seclusion is utilized unless otherwise indicated by a student behavior intervention plan agreement signed by the parent/guardian.

Student Discipline

Dynamic Minds Academy takes a therapeutic approach to student behavior and collaborates with The Hope Source clinical staff to develop plans when student behaviors occur in the DMA classroom. In some instances, disciplinary action is necessary, and these written procedures will be followed. Dynamic Minds Academy is unable to share details regarding a student’s behavior or disciplinary actions with anyone but that child’s parent or guardian.

Dynamic Minds Academy supports the ABA philosophy utilized by The Hope Source within its classrooms. We do not use tangibles (food, electronics) for reinforcement. Punishment procedures for maladaptive behavior are always used as a last resort and only for the safety and dignity of the student.

Threats of Severe Bodily Harm

Dynamic Minds Academy (DMA) takes all threats of violence toward staff and students seriously. As a part of the Dynamic Minds Academy Emergency Preparedness Plan, all staff are trained to “if you see something, say something.” Any threat made is documented and thoroughly investigated by DMA administration, The Hope Source (THS) therapy staff, and/or law enforcement. As a result of the investigation, the student may face suspension or expulsion and prosecution by the appropriate authorities based on the threat level (see Procedures for Suspension and Expulsion). A safety plan will be developed with parents, administration, the student, and/or authorities for any student cleared to return to in-person instruction.

Weapons

Possession of a weapon (i.e. gun, knife, bomb) or a look-a-like weapon will not be tolerated and, depending upon intent, can result in disciplinary action including suspension and expulsion. A look-a-like weapon is a device that simulates a firearm (ex. Pellet gun, BB gun, plastic gun), an explosive device (ex. Hand grenade, fireworks, bomb), or knife (ex. Pocket knife, any kinds of blades, nail cutter).

Students with Disabilities

Notwithstanding the foregoing or any other law or policy, a suspension, expulsion, or other disciplinary action against a student who is a child with a disability (as defined by IC 20-35-1-2) is subject to the procedural requirements of 20 U.S.C. 1415 *et seq.* and 511 I.A.C. 7-1-1 *et seq.*

Suspension and Expulsion

A student may be suspended or expelled for “student misconduct” or “substantial disobedience” if the student misconduct or substantial disobedience in question occurs:

- a) On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- b) Off school grounds at a school activity, function, or event; or
- c) Traveling to or from school or a school activity, function, or event.

Notwithstanding the foregoing or the maximum term of an expulsion specified below, a student who is identified as bringing a firearm (as defined by IC 35-47-1-5) or destructive device (as defined by IC 35-47.5-2-4) to school or on school property, or who is in possession of a firearm or destructive device on school property, shall be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester or quarter after the end of the one (1) year period. The Education Director or his designee may modify the period of expulsion on a case-by-case basis for any student expelled for a violation of this paragraph.

Notwithstanding the foregoing or the maximum term of an expulsion specified below, a student who is identified as bringing a deadly weapon (as defined by IC 35-31.5-2-86) to school or on school property, or who is in possession of a deadly weapon on school property, may be expelled for not more than one (1) calendar year.

Procedures for Suspension

The Education Director or her designee may suspend a student for not more than ten (10) school days provided the student has the opportunity for a meeting with the Education Director or her designee, during which the student is entitled to the following:

- a) A written or an oral statement of the allegations against the student;
 - b) If the student denies the allegations, a summary of the evidence against the student; and
 - c) An opportunity for the student to explain the student’s conduct.
- a) Interference with an educational function or school purposes; or
- b) A physical injury to the student, other students, school employees, or visitors of the school.

If the conduct in question requires immediate removal of the student, the meeting mentioned above must occur as soon as reasonably possible after the student’s suspension. Following a suspension, the Education Director or her designee shall send a written statement to the parent of the suspended student describing the student’s misconduct and the action taken by the Education Director or her designee.

Notwithstanding the foregoing paragraph, the Education Director or her designee may suspend a student for more than ten (10) days provided such suspension is pending expulsion and the Education Director and her designee determines that such continued suspension will prevent or substantially reduce the risk of:

- a) Interference with an educational function or school purposes; or
- b) A physical injury to the student, other students, school employees, or visitors of the school.

Procedures for Expulsion

The Education Director or her designee may conduct an expulsion meeting or appoint legal counsel or a member of the School's administrative staff, provided such member has not expelled the student in question during the current school year and such member was not involved in the events giving rise to the current expulsion. The Education Director, her designee or any appointed person may issue subpoenas, compel the attendance of witnesses, and administer oaths to those giving testimony at the expulsion meeting.

Prior to the expulsion meeting, the Education Director, her designee or any appointed person must give the student and the student's parent notice of their right to appear at the expulsion meeting. Such notice must meet the following requirements:

- a) Be provided by certified mail or personal delivery;
- b) Contain the reasons for the expulsion; and
- c) Contain the procedure for requesting an expulsion meeting.

If the student or the student's parent requests an expulsion meeting, the Education Director, her designee or any appointed person shall conduct the expulsion meeting and, within a reasonable time following the meeting's conclusion, perform the following:

- a) Issue a written summary of the evidence heard at the expulsion meeting;
- b) Take action the individual finds appropriate; and
- c) Give notice of the action taken to the student and the student's parent.

Within ten (10) days of receipt of the action taken, the student or the student's parent may submit a written appeal to the grievance officer of the Board of Directors of the Dynamic Minds Academy. Within a reasonable time following receipt of a written appeal, the grievance officer shall hold a meeting to consider:

- a) The written summary of the evidence issued by the Education Director, his designee or any appointed person; and
- b) The arguments of the person advocating for expulsion and the student or the student's parent.

Upon considering these items, the grievance officer of the Board of Directors may take action he finds appropriate. The student or the student's parent may seek judicial review of an expulsion decision as provided by IC 20-33-8-21

Maximum Term of Expulsion

Except for the misconduct specified above relating to a firearm, explosive device, or deadly weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for the summer school (if applicable) and may remain in effect for the first semester of the following school year.

Use/Possession of Illegal Substances:

Students, families, and staff are prohibited from use and/or possession of drugs and alcohol (legal and/or illegal) on Dynamic Minds Academy property. If a person is suspected to be under the influence of drugs or alcohol, they will be required to be picked up and an investigation will be conducted.

Reporting Child Abuse and Neglect

School employees shall immediately report any suspected cases of child abuse and neglect. In compliance with IC 31-33-5-1 *et seq.*, any employee who has knowledge of suspected child abuse

shall report this knowledge to the Education Director. The Education Director in turn will be responsible for making a report to Child Protective Services and appropriate law enforcement. The Education Director will be responsible for all follow-up communications with Child Protective Services and law enforcement officials and shall inform appropriate school personnel about the outcome of reported child abuse or neglect.

The law protects those who report suspected child abuse or neglect. Any person who reports child abuse or neglect or who participates in any judicial proceeding or other proceeding resulting from such report is immune from any civil or criminal liability (provided that the individual is acting in good faith).

If investigators want to interview a student who is a suspected victim of abuse or neglect, the Education Director shall determine whether or not the student's parents should be notified. If it is appropriate, the Education Director shall notify the parents of the time and place of the interview.

Parent Communication with Education Directors, Faculty, and Staff

Dynamic Minds Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following modes to communication to contact the administration and staff of Dynamic Minds Academy:

- a) Email
- b) Message left with the office personnel
- c) Face-to-face meeting (this must be scheduled in advance using one of the means above)

Dynamic Minds Academy employees may not use social media to communicate with students. However, communications are, in fact, permissible if the employee uses email or another form of school-adopted communication (such as PowerSchool, Class Dojo, or Remind). Lower school teachers (grades K-5) may not email students directly. Upper school teachers (grades 6-12) may email students if relevant to classroom instruction and if parents and the school office are copied on each correspondence.

During the school day and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school. Parents who disregard this protocol, or who are uncivil, may be required to conduct all further communications with teachers through the Education Director.

Dynamic Minds Academy teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher within 24 hours, or the Education Director within 48 hours, of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

Dynamic Minds Academy will recognize and communicate with parents with joint custody upon review of a court order allowing such communication. In the case of password-protected school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

The Education Director of Dynamic Minds Academy reserves the right to ban any parent/guardian from the school building during school hours. Any unsafe behavior in the car line may result in an alternate drop off/pick up plan at the discretion of the Education Director.

Expectations for Parents

We believe parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. The school expects parents to:

- a) Model good character and insist that their children cultivate good habits and virtues;
- b) Help their children develop effective study skills;
- c) Read to their children, especially those in the early grades;
- d) Oversee regular reading and writing and mathematics skill development;
- e) Stimulate discussion and exploration of ideas and events with students;
- f) Support the school's goals through familiarity with the Handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success;
- g) Participate in IEP case conferences and Family Guidance sessions on a regular basis.

PARENT HANDBOOK SIGNATURE PAGE

I have read the attached Handbook and reviewed with my child. We understand the rules and policies and are committed to follow them accordingly.

Student Name _____

Student Signature_____

Parent Name_____

Parent Signature_____

Date:_____

Dynamic Minds Academy

Computer Acceptable Use Policy

1. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures on a device or used a screensaver, avatar, icon, or background photo will result in disciplinary action on a case-by-case basis and may also result in a loss of computer privileges.
2. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
3. Dynamic Minds Academy makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, Dynamic Minds Academy will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.
4. The Extensions/Apps originally installed by Dynamic Minds Academy must remain on the computer in usable condition and always be easily accessible. From time to time, the school may add software applications for use in a particular course. Periodic checks of computers will be made to ensure that students have not removed required apps/extensions. Removing or tampering with Extensions/Apps may result in loss of computer usage.
5. Any attempt to "Jailbreak" the computer or change the configuration will result in an immediate disciplinary action on a case-by-case basis and loss of computer privileges.
6. Students are not authorized to download any software to computers. Failure to follow this policy will result in disciplinary action on a case-by-case basis.
7. Computer inspection may occur at any time. Reasons for computer inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the computer.

8. Individual computer use plans may be developed in collaboration with The Hope Source clinical team on a case-by-case basis.

Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Technology should only be used to access school curriculum under the supervision of a DMA staff member.
- iii. Take a proactive role to aid Dynamic Minds Academy in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- iv. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- v. Plagiarism or cheating is a violation of the Dynamic Minds Academy 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.
- vi. Use or possession of hacking software is prohibited, and violators will be subject to Dynamic Minds Academy Student/Parent Handbook.
- vii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____