



2023-2024

Student & Parent Handbook



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The CTM Academy

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Mission

It is the mission of The CTM Academy to promote equitable education and experiences for all students, while providing appropriate skill-building and enhancing student perspectives, so students can become responsible community members, life-long knowledge seekers, and ultimately, achieve unimagined goals.

Core Values

Students have a right to an education, and can learn if provided with a curriculum, staff, and program that recognizes and values each student's socio-emotional, physical, and academic needs.

Students are a clean slate and can achieve success and reach unimagined goals.

Student success is dependent upon the student, family, school, and community. As such, every student and family deserve to be treated with respect, irrespective of circumstance.

Student Learner Outcomes

The CTM Academy would like students to benefit from their time spent at the academy. As such, upon leaving The CTM Academy, our students should embody the following outcomes that remain with them and that they continue to learn from. The CTM Academy student learner outcomes are as follows:

- Students will become self-starters and seek career goals that best service their abilities, interests, and lifestyle
- Students will gain awareness of entrepreneurial opportunities and continue to seek positive avenues of post-secondary success

- Students will gain knowledge as to how the world and education are intertwined to make connections between academics and future success
- Students will become forward thinkers who innovate change within themselves and their communities

Our Role

The CTM Academy welcomes students who will become or are already stewards of themselves, their community, and their education. That said, welcome to CTM Academy, where our utmost responsibility is to prepare students to get to first base in life, which starts with an education.

The CTM Academy will partner with students and their families, to create an academic plan that meets them where they are, and then consistently increase their academic competency. As situations and goals change, The CTM Academy will continue to adjust and to problem solve with students and families and continue to work toward academic goals.

The CTM Academy looks forward to partnering with your family and creating academic success. The following handbook is a guide outlining how we plan to succeed with your student and family.

Admissions

The CTM Academy accepts uniquely positioned students that require a different academic approach, schedule, and flexibility to

achieve their academic goals. The entrance requirements include the following:

- At least one year behind in school
- Grades 7-12
- Expelled
- Foster children/juvenile justice students
- Students who require acceleration to meet graduation goals
- Students who have not performed well in traditional school as evidenced by lack of progress

We will work with you and your family toward academic success, while also providing skills and resources to overcome the limited-decision making that promotes poor choices. Community restoration is also embedded into The CTM Academy core expectation for expelled students wishing to enroll. Prospective students and their parents or guardians must also complete an orientation course and complete the Indiana Choice voucher with our assistance.

Required enrollment documentation includes the following:

- State-issued Birth Certificate
- Parent or Guardian Photo ID
- Proof of Guardianship or Custody (if applicable)
- Proof of Residency
- Current Immunization Record
- Transcript
- DCS Placement letter, if applicable

Once received and orientation and acceptance are completed, students will receive an account in which to communicate with

teachers and staff. Students must already have access to a reliable internet source. Please alert the CTM staff if a computer is needed, as only one is available throughout enrollment.

Students with Disabilities

Please inform The CTM Academy staff immediately if the student you wish to enroll has an IEP. As The CTM Academy is able to support some IEP provisions, The CTM Academy will inform parents if it is able to accommodate the needs of each student wishing to enroll with an IEP. Also, The CTM Academy will provide information to families as to where and how they can receive special education services outside of The CTM Academy, should parents still wish to enroll.

Instruction Environment:

The CTM Academy conducts mostly 1:1 instruction, with the potential for small group instruction depending on each student's need and ability.

Student and Staff Dress code

Quite simply, we will not expect a student to uphold standards less than our staff because we recognize that students see staff as role models, somewhat unintentionally at times, and it is The CTM Academy's responsibility to ensure uniformity and proper modeling of professional presentation.

The CTM Academy's dress code is quite simple:

- Respect yourself and others by wearing clothes without tears or rips
- Respect yourself and others by covering your midriff

- Respect yourself and others by not wearing pajamas
- Respect yourself and others by not wearing hats, ski masks, or other facial obstructions
- Respect yourself and others by not wearing form-fitting clothes
- Respect yourself and others by not wearing shorts, skirts, or pants more than 5 inches from the top of your knee
- Respect yourself and others if clothing not mentioned on this list, is viewed as inappropriate by a staff member, and politely comply with staff member opinion and direction

Student Conduct

At CTM Academy, proper conduct is modeled and supported to ensure students can deport appropriately in the community. As such, CTM Academy distinguishes policy violations that may result in restorative guidance or formal discipline.

School Policy Violations

- | | |
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| <ul style="list-style-type: none"> • Alcoholic Beverages and/ or Drugs or Tobacco • Dangerous Weapons – to include “look-alike” weapons. • Arson/Wreckless Use of Fire • Assault or Inappropriate Touching • False Alarms/Inducing Panic • Indecent Exposure • Unauthorized Entry • Violations of Law • Endangering the Health and Safety of Others • Truancy • Sexual Misconduct • Abuse of Computer Hardware, Software, and/or Internet | <ul style="list-style-type: none"> • Extortion • Failing to Follow Directions in an Emergency • Failure to Honor Consequences • Frightening or Intimidating Acts • Harassment • Refusal to Search • Stealing • Absence, Class Cutting, Tardiness • Cheating • Distribution or Sale of Unauthorized Materials • Dress/Expression Code Violation • Electronic Devices • Leaving School Premises • Plagiarism • Student Automobiles |
|---|--|

- **Defiance/Insubordination**
- **Cursing or Inappropriate Gestures**
- **Destruction to Private or School Property**
- **Disruptive Demonstration**

- **Unauthorized Locations**

Further, all students will respect the human rights of all students, staff, and community members.

Discipline Procedures:

The CTM Academy believes that poor choices, obstinate behavior, and other similar examples, should be treated as an academic error because as evidence illustrates, teens will face decision-making challenges due to chemical changes in the brain, trauma, and so forth. That said, The CTM Academy will first endeavor to provide teaching through the poor choice, just as an academic error requires teaching to overcome the lack of understanding. Once the student has been offered correction and alternatives through teaching, other forms of correction may include community service or other restoration. Generally, student redirection follows the structure listed below:

- Supportive correction through teaching or examples
- Written warning for behavior that has already been addressed, which may include community service or restoration
- Removal from on-campus participation for behavior that has already been addressed a third time, with general education and behavior staff support until the Head of School determines the student can return to campus/community for in-person support

Note that offenses involving possession of or use of any weapon, will be reported to law enforcement. Likewise, any unlawful behavior, including assaults, are also reported to local law enforcement.

In addition to the discipline procedures as reported above, please review attached US Department of Education Indiana Compilation of School Discipline Laws and Regulations, for review of specific laws pertaining to truancy, weapons, and discipline.

If it is determined by the Head of School that any particular form of behavior warrants immediate removal from the campus or community, academic and behavioral support will still be provided through remote means until the student can return to in-person support. A full plan will be outlined to parents/guardians and discussed as a supportive team.

Attendance

Virtual schools and programs provide asynchronous instruction that offers flexibility, however, the 180 days of school attendance requirement must still be met. In addition to 180 days of attendance, students must make satisfactory progress within their coursework. Satisfactory progress is clearly identified within the portal as on-pace or off-pace. As a general rule, students must log in and complete at least three assignments per day, at least five times per week to reach the 180 days of instruction and satisfactory academic progress. That said, we expect students to make stronger, dedicated

progress instead of maintaining a low-level assignment expectation of three assignments per day, five days per week.

The CTM Academy operates on an annual published calendar with scheduled holidays and breaks. The school calendar outlines expected attendance participation. Moreover, it is expected each student will log in and work toward academic material Sunday through Saturday, either through independence or interactive communication with The CTM Academy teaching staff.

| Expectation of Participation | |
|-------------------------------------|---|
| More than 1 year behind | 5 days a week with staff/2-4 hours each session |
| Less than or equal to 1 year behind | 3 days a week with staff/2-4 hours each session |
| On-track | 2 days a week with staff/2-4 hours each session |
| Accelerated Track | Based on student need |

In addition to the Expectation of Participation chart above, students are still expected to independently complete work on days of unscheduled teacher assistance. Plainly stated, students are expected to log in Sunday-Saturday, at least 5 days each week, for 6 hours each session, per state of Indiana Department of Education's attendance mandate. Some days will be with a teacher, and some days will be independent. Moreover, your individual plan may offer additional support based on your goals. Also, students have access to academic content 24:7. Teachers are also available extended hours by request.

Further, while primary attendance is documented through electronic participation, teachers may provide classroom

assignments that are provided on a scheduled day, with a specific due date. Such assignments also count toward attendance.

The CTM Academy will perform a monthly student audit and student/parent agrees to comply with any adjustments to the expectation of participation, as needed.

Students who fail to participate during a scheduled session must have a parent or guardian contact the school in writing to excuse the absence.

Course Instruction/Testing Information:

To ensure proper instruction, students are expected to become familiar with the course expectation for Edmentum courses. Please note the following:

Students must independently take pre-tests. The only help staff can provide is reading the question and answers.

The non-exempted content must be learned through tutorials and/or direct instruction. Therefore, staff and students collaboratively are to click through each tutorial and complete exercises, however, the student, not the staff, must complete the work within the tutorial exercises. The staff member is available for help and explanation as students work through the exercises.

Staff are permitted to read mastery test questions and ask no more than two open-ended questions. Special education students may have additional accommodations.

Post-tests and end-of-semester tests must be proctored and staff are only permitted to read the questions, or in the case of an IEP, accommodations will be provided. Students may take a mastery test

up to three times, with the highest grade reported. Post Tests may only be retaken twice, and final exams do not offer any retakes.

Grading Scale and Grade Replacement:

The CTM Academy grading scale is as follows:

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| A | 93-100% | 4.0 |
| A- | 90-92% | 3.7 |
| B+ | 87-89% | 3.3 |
| B | 83-86% | 3.0 |
| B- | 80-82% | 2.7 |
| C+ | 77-79% | 2.3 |
| C | 73-76% | 2.0 |
| C- | 70-72% | 1.7 |
| D+ | 67-69% | 1.3 |
| D | 63-66% | 1.0 |
| D- | 60-62% | 0.7 |
| F | 0-59% | 0.0 |

Further, students enrolled at The CTM Academy have the opportunity to replace up to two letter grades from a previous school. The previous grade will appear as an X on the transcript, with the new grade posted on the transcript. The highest grade will be calculated in the GPA and students can only retake a course one time. Grade replacement is limited to two classes.

Commencement & Extra curricular Activities

Commencement participation is a privilege. As such, students who have engaged in physical altercations, unsafe behavior in the community, or other questionable circumstances, as determined by the Head of School and Principal consult, will not receive an invitation to participate in the graduation ceremony. Further, the same applies to extracurricular activities. Therefore, be mindful of student conduct in and outside of school, to avoid missing these opportunities.

Truancy

Indiana Code 20-20-8-8 outlines truancy as a student who has missed 18 or more days in a school year, regardless of reason, and habitual truancy is defined as a student who misses at least 10 days, unexcused, in a school year.

The CTM Academy endeavors to be recognized as a supportive school that ensures every student has a chance at success. Therefore, the CTM Academy incorporates interventions to assist students and overcome truancy identification.

Intervention strategies include the following:

- After three days of absence (excused or unexcused) parents/guardians will receive communication from the school reminding of the state truancy policy
- After eight days of absence (excused or unexcused) parents/guardians will be required to meet with our Outreach Officer to uncover hindrances to attendance and to seek solutions
- At 10 absences, the Outreach Officer will send Notice of Truancy Meeting either by email or certified letter, informing that the student now qualifies as a Habitual Truant student. The CTM Academy will also outline next steps to avoid withdraw.
- If a student is withdrawn per IC 20-19-19-9-5, The CTM Academy is required to (1) call the police to perform a child welfare check, (2) report the child to the State Police Clearinghouse for missing children, and (3) make a report of educational neglect to Department of Child Services.

The CTM Academy Committee

The CTM Academy works closely with youth advocate agencies in its effort to continue to improve its offerings and move forward with academic and community solutions. These professional volunteers include attorneys, education advocates, business partners, and other social service agencies.

Seclusion and Restraint Plan

The CTM Academy does not provide seclusion or restraint. If a student requires these services, the student should seek other academic entities that can accommodate such needs.

Complaint Procedures

Please submit all complaints to the Head of School via email at shenay@ctmindy.com. Within the complaint, outline the date, time, members, and circumstances of the grievance. The Head of School will contact the complainant within three business days to inform of the staff members assigned to address the complaint. Please know that the utmost desire of The CTM Academy is to partner with students and families to create a supportive environment and experience. We will work as a team to address concerns.

If the parent/guardian would like to appeal the committee decision, the parent or guardian must submit an appeal in writing to the Head of School within three days of the committee decision. The Head of School will then speak with all parties and issue a final decision within 10 calendar days.

Child Welfare

Indiana is a mandatory reporting state; anyone who suspects a child has been neglected or abused must by state law make a report. As such, the law states:

IC 31-33-5 and IC 12-17.2-3.5 requires child care staff and volunteers to report suspected child abuse and neglect. Failure to do so is a class B misdemeanor.

The CTM Academy staff is committed to the safety and welfare of our students and will report suspected neglect and/or abuse. Examples of these include educational neglect, truancy, emotional or physical neglect and/or abuse, sexual misconduct, and so forth. The

CTM Academy staff will report suspicion of abuse and/or neglect and The CTM Academy will also report based on a student's report, even if the student states he or she is just joking. When a report is made, The CTM Academy staff will alert the parent or guardian as a courtesy.

Student Records

Students and parents have a right to private educational records. Please review the FERPA laws as noted directly from the US Department of Education website (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools

must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.”

The CTM Academy does not publish a student directory, nor does it disclose educational records outside the confines of the laws. Parents may request and inspect student records at any time by making a request to the Head of School.

Visitors

The CTM Academy campus is closed during the school day to visitors seeking tours. Visitors are permitted in the office area only when conducting business or with general inquiries. Visitors and guests with scheduled appointments are permitted within the building while offering presentations and information to students and families. However, no outside services, such as counseling, are permitted during the school day.

Parent/Student Compact

As a partner in your child's education, we ask that you agree and adhere to the following compact:

- Ensure your child participates in mandated state testing
- Communicate concerns about your child
- Respond to The CTM Academy staff in a timely manner
- Cooperate with ensuring your child has the tools to successfully engage in course work by making sure they get enough sleep
- Correspond respectfully with staff
- Create medical appointments that do not interfere with instruction, if possible
- Monitor attendance to prevent truancy
- Other reciprocal respectful duties as necessary

Tuition Refund Policy

If a student attends one day in the month, payment is due for the entire month. Refunds are payable within 30 days for any overpayment.

Safety & Emergency Policy

The CTM Academy is an online program with in-person support. During in-person sessions, staff are expected to always supervise students. In the event of an emergency, 911 will be called immediately, followed by a call to guardian or to emergency contact if staff is unable to reach guardian. Staff will stay with students until help or guardian arrives.

Emergencies include but are not limited to:

- Medical distress
- Unruly individual outside of office building
- Unauthorized person in building who refuses to leave
- Physical altercations
- Fire or smoke
- Gas smell
- Weapons brought to the building

If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter. Also, while remotely working with students, if a staff member hears, suspects, or witnesses abuse, neglect, or a potentially unsafe situation occurring in the home of the student, the staff member is to text an administrator that assistance is needed. Then, an administrator will either call 911 or report the concern to the Indiana Department of Child Services. Staff will remain on the session until assistance arrives, if 911 is called. If an administrator reports the concern to the Indiana Department of Child Services, that administrator will inform the parent that a call was made and provide a report number.

Should a student report to campus for in-person assistance, the student must be wanded by a metal detector to ensure no weapons are brought to campus, Also, bags are checked, and phones are surrendered until end of session. Further, the front door is to remain locked and staffed with a staff member to assist with visitor entry.

Non-discrimination Policy

The CTM Academy complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity). Period!