## Congratulations on earning an Independent Period (IP)!
## Here's what you need to know:

You have earned an IP because:

- you registered for a study block this semester.
- you received a 3.2 or higher last semester. (Yay!)

You will keep your IP status as long as you:

- get a 3.2 or higher this semester. (Your cumulative GPA does not count.)
- follow the IP guidelines below.

1. **ATTENDANCE IS CRITICAL**:
    a. Sign in at the beginning of each IP hour using the IP Schoology Course attendance link. Use your school email to sign in. If you have any problems with attendance submission, go to the library circulation desk at the beginning of the hour. In regards to tardies/absences, IP is treated as any other class. See the School Handbook for our KSD attendance policy (p.9-11). **Students 10 minutes late are marked absent.**
    b. Because it counts for attendance, do not sign in for other students.
    c. If you forget to sign in and are marked absent, sign in and come **in person** to the library circulation desk during that IP period to be marked tardy. If you do not come within the class period, the absence will stand.
    d. On Thursday Block Days, lunch goes with 4th period. 4th hour IP students should sign in directly after homeroom. Students signing in after 12PM will be marked absent.
    e. Be where you say you are on attendance submission.
2. **Wear IP ID.**
    a. You must have your IP ID with you during your IP period.
    b. You are welcome to go to the library, commons, courtyard, outdoor classroom, teacher (with approval from teacher), and restroom **without an eHallpass**. Just wear your IP ID.
3. **EHallpass:**
    a. Keep your eHallpass open on your computer. If someone creates an eHall Pass appointment for you, we'll approve it remotely. If it is not approved, stop by the Library Circulation desk for help.
    b. You DO need to make an eHallpass to go to the testing center, tech desk, Pride Center, nurse's office, guidance office, or grade level office. Make the pass FROM IP to the location you are going. Check in and out at location.
4. **Keep the Library calm, clean, and cell phone free.**
    a. We try to make the library a place to get away from the chaos. If you need to cheer while gaming or animatedly relive Friday night, please go to the commons or an outside table to meet these needs.
    b. No food in the library. Go to an outside table to meet these needs. All drinks should be covered.

## What's the difference between Study Block and IP?

| Study Block | Independent Period (IP) |
|---|---|
| Study Block teachers take attendance. | Students sign in on Schoology and Library Staff submits attendance. |
| Students need a teacher approved eHallpass to leave study block. Need to be checked in and out of approved destinations by staff member. | Students wear IP ID and are able to go to IP-approved places submitted on attendance form. |
| Students must stay in study block to work. Passes are approved only to get help from another staff member. | Students may work in any IP location (library, courtyard, outdoor classroom, commons) every day, but must wear IP ID. |