

SOUTH BEND COMMUNITY SCHOOL CORPORATION

2017-18 SCHOOL CALENDAR

New Teacher Orientation.....	August 14, 2017
First Day for Teachers.....	August 15, 2017
First Day for Students.....	August 16, 2017
1 st day for 3-year-olds at Marquette.....	August 30, 2017
Labor Day.....	schools/all offices closed.....September 4, 2017
Teacher Record Day.....	no school for studentsOctober 18, 2017
Fall Break	schools closed/admin. offices open.....October 19 & 20, 2017
Thanksgiving Break.....	schools closed/Admin open 22/all offices closed 23, 24.....Nov. 22, 23 & 24, 2017
Teacher Record Day.....	no school for students.....December 22, 2017
Winter Recess.....	begins.....December 25, 2017
Classes Resume.....	January 8, 2018
Martin Luther King Day.....	schools/all offices closed.....January 15, 2018
President's Day.....	schools/all offices closed.....February 19, 2018
Teacher Record Day.....	no school for studentsMarch 16, 2018
Good Friday.....	no school for students/offices closed p.m. only.....March 30, 2018
Spring Recess.....	April 2-6, 2018
Snow Day #1.....	no school for students unless needed for a snow make-up day.....April 9, 2018
Snow Day #2.....	no school for students unless needed for a snow make-up day.....May 25, 2018
Memorial Day.....	schools/all offices closed.....May 28, 2018
Last Day for Students.....	June 5, 2018
Last Day for Teachers.....	June 6, 2018

First Grading Period: August 16 – October 17 (44 days)
Second Grading Period: October 23 – December 21 (41 days)
Third Grading Period: January 8 – March 15 (47 days)
Fourth Grading Period: March 19 – June 5 (48 days)

Notre Dame's DeBartolo Performing Arts Center and the South Bend Community School Corporation is beginning another year of outstanding classroom teachers' workshops in conjunction with the Kennedy Center's Partners in Education program. Please join us for our next workshop!

Lines and Shapes: Integrating Visual Art and Geometry

Wednesday, January 18, 2017 from 4-7 P.M.

For Educators of Grades Pre K-4

3 hours of instruction time

Price: \$5

Lines and shapes, concepts central to elementary mathematical understanding, are also building blocks of visual art. In this 3-hour workshop, explore how students can construct and demonstrate their understanding of geometry through visual art. Teachers learn the basic vocabulary for identifying and describing various types of lines and 2-D shapes in works of art and create abstract drawings and cut-paper compositions that allow all types of learners to be creative and successful.

Other Information:

- Register by purchasing a ticket. Call 574-631-2800 or visit <http://performingarts.nd.edu/>
- Location: DeBartolo Performing Arts Center | Philbin Studio Theatre
- Snacks and drinks provided
- Wear comfortable clothes conducive for movement
- Professional Growth Points (PGP): 3
- Parking can be found east of the DeBartolo Performing Arts Center.

Learn more about the Kennedy Center's Partners in Education Program: <http://education.kennedy-center.org/education/partners/>

PowerTeacher at Rise Up Academy**End of Marking Period- Preparation for Submitting Final Grades (end of G2—2016-2017)****Five Critical Steps:**

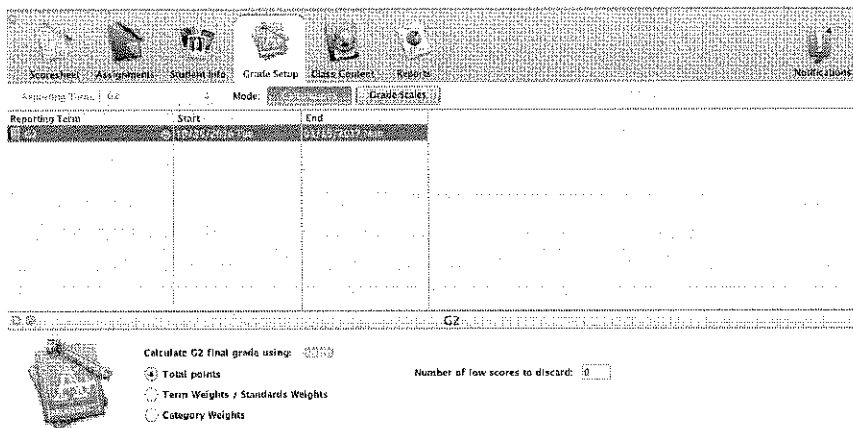
1. Marking period calculations setup 2. Verify rounding and decimal values 3. Publish Scores
4. Recalculate Scores 5. Submit Grades for G2

****G2 graded assignments must be dated between 10/25/2016 to 01/16/2017****

1. Check Calculation Setup For Each of Your Gradebooks --

Start with the PowerTeacher Gradebook in 2016-2017 Semester 1, G2 -- select the first class in the list, and click on the big **Grade Setup** icon, and choose **calculations** mode. If you plan to use total points to calculate each quarter grades, you do not need to make any changes here)

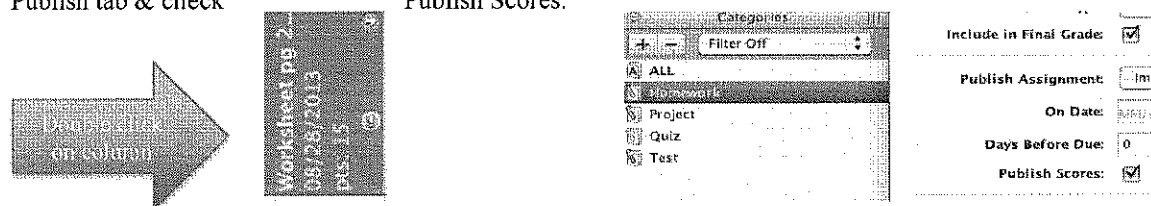
(Most Rise Up teachers have the gradebook calculate Total Points. If you have chosen Category Weights, be certain you are very accurate that assignments correspond to categories that are weighted into the final grades)



#2. Check Preferences: Do not use any decimal places in calculating your grades. Check that your Grading Preferences must be rounded with 0 decimal places. On a Mac: Pull down Gradebook (top menu) to Preferences. Choose Grading across the top tabs. On a PC: Pull down Tools menu to Preferences & select the Grading tab. When calculating a grade the value should be: Rounded, Store calculated grades with up to 0 (Zero) decimal places, Final Grade Display: Check all boxes for Letter Grade, Percent and Points Earned, Absences, Tardies, Letter Grade, Percent. Click OK to commit changes or Cancel if all is OK.

#3. Publish Scores: All teachers need to make sure that each category has "Publish Scores" checked in each of the categories for grades to appear in "Quick-Lookup" reports and for parents to view on the Parent Portal. Double click on each category such as homework, project, quiz, test (on left pane of gradebook), the Edit Assignment Category window will open and verify the box after Publish Scores is checked.

All FUTURE assignments will then be published. (Make sure that "Include in Final Grade" is checked as well.) With Scoresheet chosen, look for any assignments listed with an exclamation mark that means that "Publish Scores" has not been checked. Double click on that assignment (!) & in the next window click the Publish tab & check Publish Scores.



#4. Recalculate: Recalculate Final Scores: Open your first class in the PowerTeacher gradebook, Select

Tools pull down menu to Recalculate Final Scores. You do not have to check anything—simply click ok. Repeat the above steps for each gradebook. You can do this operation anytime to ensure calculation accuracy with any changes that take place in your gradebook.

#5. Submitting Final Grades☐:

In the PowerTeacher Gradebook, select a class☐ and choose the Scoresheet tab. Pull the Reporting Term Menu to: G2☐

To add comments or override a grade: Right click (Control click on Mac) or double-click on the student's grade in the Final Grade Column and click Show Score Inspector. You can click on Manually Override to change a grade. If you change the grade, also change the percentage, so the percentage and grade match the corporation grading scale.

Score Comment

Show Comments: Find:

Code	Comment	Category	Type	Favorites
7-1	A pleasure to teach.		Dist.	
7-13	Assignments not handed in.		Dist.	
7-17	Attendance affects performance.		Dist.	

Separate Using

Comment (Edit Comment Preferences to add Smart Text):

A pleasure to teach.
Assignments not handed in.

Click on the Comment tab, next to Show Comments, pull down to Choose the District Comment Bank. Double click on each comment (up to a limit of two). Note the student name that you are listing comments for. Comments entered will be eventually visible to the parents on the Quick Lookup screen display and report cards in G2 only. Use up or down arrows to switch to another student or click the Close button. SAVE. Click on the button G2 in progress, click the box Final Grades Complete, Click OK. You'll see a green checkmark that the G2 Grades are Complete. Be sure you do these same steps for each one of your gradebooks!!!

Questions? or Comments

Maureen Hosinski: mhosinski@sbesc.k12.in.us or 574-339-9725 or 393-6048

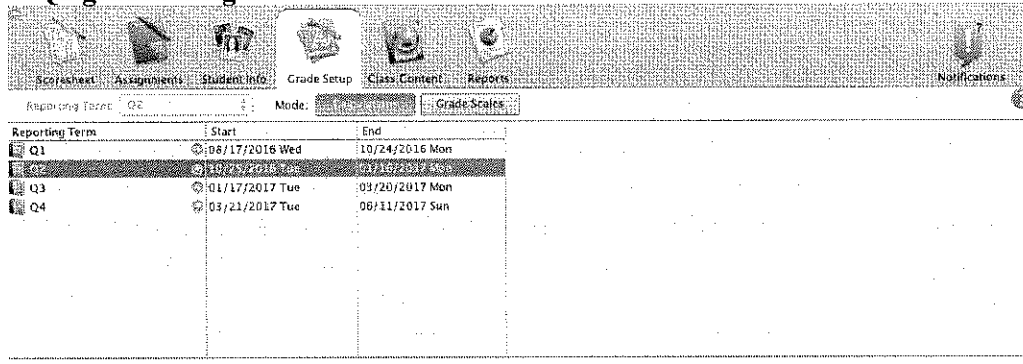
Caroline Fletcher cfletcher@sbesc.k12.in.us or 574-252-6925 or 393-6040

PowerTeacher at Primary Centers
End of Quarter Preparation for Submitting Final Grades
(Q2 for school year 2016-2017)

Four Critical Steps:

1. Check Preferences
2. Publish Scores
3. Recalculate
4. Submit Grades for Q2

****Q2 graded assignments must be dated between 10/25/2016 to 1/16/2017****



Reporting Term	Start	End
Q1	08/17/2016 Wed	10/24/2016 Mon
Q2	10/25/2016 Tue	01/16/2017 Mon
Q3	01/17/2017 Tue	03/20/2017 Mon
Q4	03/21/2017 Tue	05/11/2017 Sun

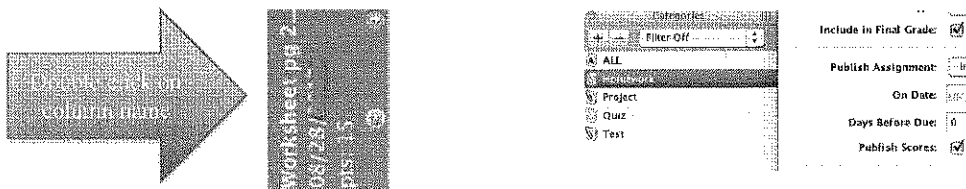
1. Check Preferences:

Do not use any decimal places in calculating your grades. Check that your Grading Preferences must be rounded with 0 decimal places. On a Mac: Pull down Gradebook (top menu) to Preferences. Choose Grading across the top tabs. On a PC: Pull down Tools menu to Preferences & select the Grading tab. When calculating a grade the value should be: Rounded, Store calculated grades with up to 0 (Zero) decimal places, Final Grade Display: Check all boxes for Letter Grade, Percent and Points Earned, Absences, Tardies, Letter Grade, Percent. Click OK to commit changes or Cancel if all is OK.

2. Publish Scores:

All teachers need to make sure that each category has "Publish Scores" checked in each of the categories for grades to appear in "Quick-Lookup" reports and for parents to view on the Parent Portal. Double click on each category such as homework, project, quiz, test (on left pane of gradebook), the Edit Assignment Category window will open-verify the box after Publish Scores is checked.

All FUTURE assignments will then be published. (Make sure that "Include in Final Grade" is checked as well.) With Scoresheet chosen, look for any assignments listed with an exclamation mark that means that "Publish Scores" has not been checked. Double click on that assignment (!) & in the next window click the Publish tab & check Publish Scores.

**4. Recalculate Final Scores:**

Open your first class in the PowerTeacher gradebook, select the Tools pull down menu to Recalculate Final Scores. You do not have to check anything—simply click ok. Repeat the above steps for each gradebook. You can do repeat these steps anytime to ensure accuracy of calculations with any changes that take place in your gradebook.

5. Submitting Final Grades:

In the PowerTeacher Gradebook, select a class and choose the Scoresheet tab. Pull the Reporting Term Menu to: Q2. To add comments or override a grade: Right click (Control click on Mac) or double-click on the student's grade in the Final Grade Column and click Show Score Inspector. You can click on Manually Override to change a grade.

Click on the Comment tab, next to Show Comments, pull down to Choose the District Comment Bank. Double click on each comment (up to a limit of two) that you wish to include. Note the student name that you are listing for comments for. Comments entered will be eventually visible to the parents on the Quick Lookup screen display and report cards.

General comments should be in Homeroom AM (Homeroom PM will not print to report cards).

Content specific comments should go in the specific subject gradebook (Math, Reading)

Remember to remove or replace any comments you had listed for Progress Reports.

Code	Comment	Category	Type	Favorite
1-1	As pleasure to teach.	Dist.	Dist.	
1-93	Assignments not handed in.	Dist.	Dist.	
1-17	Attendance affects performance.	Dist.	Dist.	

Separate listing:

Comments (Click Comment Preferences to add Smart Text):

A pleasure to teach.

Attendance affects performance.

Click the up or down arrows in the Score Inspector to switch to another student in the same class, or click the Close button. Be sure you SAVE the scoresheet before switching to a different class (or closing the gradebook.) Click on the button Q2 in progress, and in the Q2 Final Grades Completion window, click the box Final Grades Complete. Click OK -- you'll see a green checkmark that the Q2 Grades are Complete. Be sure you do these same steps for each one of your gradebooks!!!

Questions? or Comments

Maureen Hosinski: mhosinski@sbcsc.k12.in.us or 574-339-9725 or 393-6048

Caroline Fletcher cfletcher@sbcsc.k12.in.us or 574-252-6925 or 393-6040

PowerTeacher –Intermediate Centers

End of Quarter and Semester Preparation for Submitting Final Grades (Q2 and S1 school year 2016-2017)

Five Critical Steps: ☐

1. Semester calculations setup
2. Verify rounding and decimal values
3. Publish Scores
4. Refresh and Recalculate
5. Submit Grades

(Refer to the website: <http://www.sbcsc.k12.in.us/teach> for more information and other PowerTeacher tutorials.)

#1. Check Setup For Final Grades Calculation of each of your Gradebooks/Scoresheets

Grade setup must be done for every section you teach; however, you are able to copy a grade setup from one class to another –ALL of your gradebooks must be setup as pictured below.

Reporting Term	Start	End
S1	08/17/2016 Wed	01/16/2017 Mon
Q1	08/17/2016 Wed	10/24/2016 Mon
Q2	10/25/2016 Tue	01/16/2017 Mon

Calculate S1 final grade using:

☐ Total points
☒ Term Weights / Standards Weights
☐ Category Weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
Q1	50	50.000%	n/a
Q2	50	50.000%	n/a

Start with the PowerTeacher Gradebook in Semester 1 -- select the first class in the list, and click on the big **Grade Setup** icon, and choose **calculations** mode. ☐ This will show you the reporting terms that have been set up with the valid dates: ☐

S1= 8/17/2016 to 1/16/2017

Q1= 8/17/2016 to 10/24/2016

Q2= 10/25/2016 to 1/16/2017 (Graded assignments to be included in Q2 must be dated between 10/25/2016 and 1/16/2017)

Click on the small gray outlined arrow on the S1 line that will open up the S1 window. Select Term weights and adjust the Weight for *Q1 to 50 and *Q2 to 50 (Change the value by double-clicking on the existing value.) Click on Save. Close the window by clicking on the X.

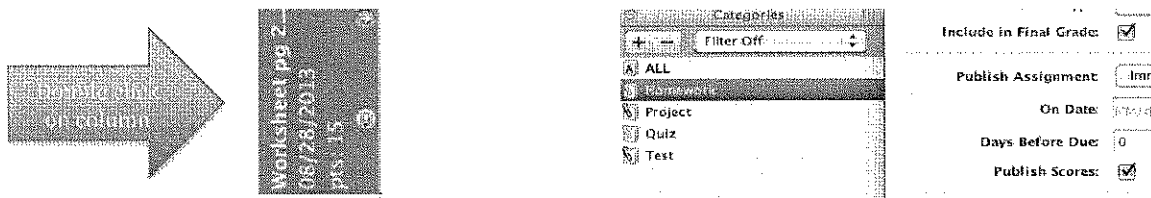
***SBCSC Policy:** the final Semester Grade is comprised of 50% (Q1 grade) and 50% (Q2 grade)

#2. Check Preferences: Do not use any decimal places in calculating your grades. Check that your Grading Preferences must be rounded with 0 decimal places. On a Mac: Pull down Gradebook (top menu) to Preferences. Choose Grading across the top tabs. On a PC: Pull down Tools menu to Preferences & select the Grading tab. When calculating a grade the value should be: Rounded, Store calculated grades with up to 0 (Zero) decimal places, Final Grade Display: Check all boxes for Letter Grade, Percent and Points Earned, Absences, Tardies, Letter Grade, Percent. Click OK to commit changes or Cancel if all is OK.

#3. Publish Scores: All teachers need to make sure that each category has "Publish Scores" checked in each of the categories for grades to appear in "Quick-Lookup" reports and for parents to view on the Parent Portal. Double click on each category such as

homework, project, quiz, test (on left pane of gradebook), the Edit Assignment Category window will open and verify the box after Publish Scores is checked.

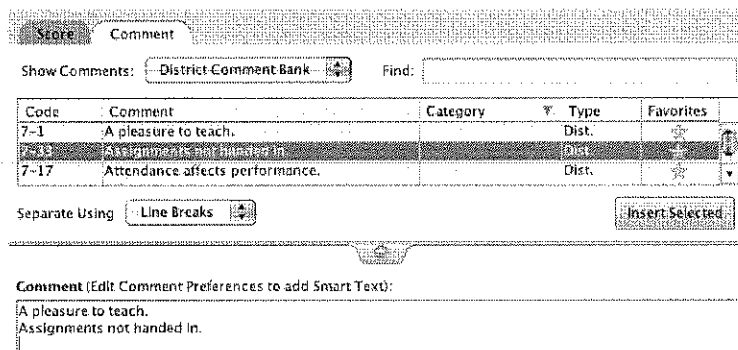
All FUTURE assignments will then be published. (Make sure that "Include in Final Grade" is checked as well.) With Scoresheet chosen, look for any assignments listed with an exclamation mark that means that "Publish Scores" has not been checked. Double click on that assignment (!) & in the next window click the Publish tab & check Publish Scores.



#4. Recalculate: Recalculate Final Scores: Open your first class in the PowerTeacher gradebook, Select Tools pull down menu to Recalculate Final Scores. You do not have to check anything—simply click ok. Repeat the above steps for each gradebook. You can do this operation anytime to ensure calculation accuracy with any changes that take place in your gradebook.

#5. Submitting Final Grades:

In the PowerTeacher Gradebook, select a class and choose the Scoresheet tab. Pull the Reporting Term Menu to: Q2 To add comments or override a grade: Right click (Control click on Mac) or double-click on the student's grade in the Final Grade Column and click Show Score Inspector. You can click on Manually Override to change a grade. If you change the grade, also change the percentage, so the percentage and grade match the corporation grading scale. Remember any override of Q1 or Q2 affects the S1 grade.



Click on the Comment tab, next to Show Comments, pull down to Choose the District Comment Bank. Double click on each comment (up to a limit of two). Note the student name that you are listing comments for. Comments entered will be eventually visible to the parents on the Quick Lookup screen display and report cards in Q2 only. Use up or down arrows to switch to another student or click the Close button. SAVE. Click on the button Q2 in progress, click the box Final Grades Complete, Click OK. You'll see a green checkmark that the Q2 Grades are Complete. Repeat steps after selecting S1 reporting term (Choose Scoresheet tab, pull the Reporting Term Menu, choose S1.) Be sure you do these same steps for each one of your gradebooks!!!

THINGS TO REMEMBER:

- Only Comments for Q2 will print on report cards (Remove or replace comments that you had for progress reports)
- Comments will not print on report cards for S1, but will be visible on parent and student portal after they are stored
- Any changes to Q1 require a grade change form to guidance because those grades were stored in October.
 - Report card grades pull from stored grades, **not** your gradebook
 - Semester calculations pull the percentages from your gradebook

Questions? Contact Maureen Hosinski mhosinski@sb.school (c) 574-339-9725 (o) 393-6048 or Caroline Fletcher cfletcher@sb.school (o) 574-393-6040

PowerTeacher at Adams, Clay, Riley and Washington High School
End of Quarter, Final Exam and Semester Preparation for Submitting Final Grades
(Q2, E1 and S1 2016)

Six Critical Steps: □

1. Semester calculations setup
2. Verify rounding and decimal values
3. Publish Scores
4. Verify semester course credit for each student--VERY IMPORTANT!
5. Refresh and Recalculate—(because dates were changed)
6. Submit Grades

(Refer to sbesc.k12.in.us/teach for more info and updated PowerTeacher tutorials.)

#1. Check Setup For Final Grade Calculation of each of your Gradebooks/Scoresheets

Grade setup must be done for every section you teach; however, you are able to copy a grade setup from one class to another – ALL of your gradebooks must be set up as pictured below:

Reporting Term	Start	End
S1	08/17/2016 Wed	01/08/2017 Sun
Q1	08/17/2016 Wed	10/24/2016 Mon
Q2	10/25/2016 Tue	12/23/2016 Fri
E1	12/24/2016 Sat	01/08/2017 Sun

Name	Weight	Percent	Drop Low
Q1	40	40.000%	n/a
Q2	40	40.000%	n/a
E1	20	20.000%	n/a

Start with the PowerTeacher Gradebook in Semester 1 -- select the first class in the list, and click on the big **Grade Setup** icon, and choose **calculations** mode. □ This will show you the reporting terms that have been set up with the valid dates: □

S1 = 08/17/2016 to 01/08/2017

Q1 = 08/17/2016 to 10/24/2016

Q2 = 10/25/2016 and 12/23/2016- Graded assignments to be included in Q2 must be dated between 10/25 and 12/23

****E1= 12/24/2016 to 01/08/2017 - E1 (final exam) "assignments" must be dated between 12/24/2016-01/08/2017**

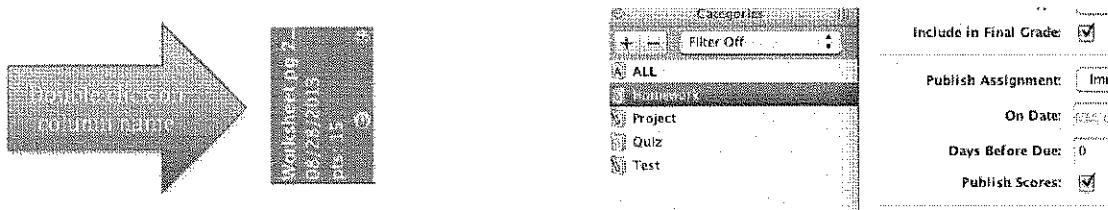
****IMPORTANT:** It doesn't matter what date you actually administer the exam to your students, but when you add the final exam assignment into the gradebook, the date due must be between **12/24/2016-01/08/2017**. The assignment (exam) will automatically appear in the E1 Scoresheet. To record and/or see the final exam grades – Select the big Scoresheet tab, and then use the reporting term drop down menu to select E1.

IF YOU DON'T GIVE A FINAL EXAM: Make sure your term weights for that class are 50% Q1, and 50% Q2. You won't need to add a final exam assignment. There will be no final exam grade displayed on the report card, and the semester grade will calculate accurately.

SBCSC Policy: The Semester Grade is comprised of 40% (Q1 grade), 40% (Q2 grade), and 20% for the final exam (E1 grade). Click on the **small gray outlined arrow** on the S1 line that will open up the S1 window. Select the circle "Term weights" and adjust the Weight for Q1 to 40, Q2 to 40, and E1 as 20. (Change the value by double-clicking on the existing value.) Click on Save. Close the window by clicking on the X. You can use the copy button to copy the setup to your other classes. Each class gradebook should be setup to calculate like the picture above—"Term Weights" 40-40-20

#2. Check Preferences: Do not use any decimal places in calculating your grades. Check that your Grading Preferences must be rounded with 0 decimal places. On a Mac: Pull down **PowerTeacher Gradebook** (top menu) to **Preferences**. Choose **Grading** across the top tabs. On a PC: Pull down Tools menu to Preferences & select the Grading tab. When calculating a grade the value should be: **Rounded**, Store calculated grades with up to **0 (Zero) decimal places**, Final Grade Display: Check all boxes for **Letter Grade, Percent and Points Earned, Absences, Tardies, Letter Grade, Percent**. Click **OK** to commit changes or **Cancel** if all is OK.

#3. Publish Scores: All teachers need to make sure that each category has "**Publish Scores**" checked in each of the categories for grades to appear in "Quick-Lookup" reports and for parents to view on the Parent Portal. Double click on each category such as homework, project, quiz, test (**on left pane of gradebook**), the Edit Assignment Category window will open and verify the box after **Publish Scores** is checked. All FUTURE assignments will then be published. (Make sure that "**Include in Final Grade**" is checked as well.) With **Scoresheet** chosen, look for any assignments listed with an **exclamation mark** that means that "**Publish Scores**" has not been checked. Double click on that **assignment (!)** & in the next window click the **Publish** tab & check **Publish Scores**.



#4. Verify if credit was earned but not awarded:

(doing this prior to grades being stored, is a huge help to guidance, but they have provisions to find any that were missed)

To earn credit in semester courses, the student will fulfill one of the following criteria:

1. Earn a minimum semester average of 60%
2. **Pass** a minimum of two of the three grading opportunities in the semester (the grades for each marking period and final exam)

To manually override a grade: Click on the Scoresheet tab and pull the reporting term down to S1, in the Final Grade Column double-click on the *student's grade*, the Score Inspector opens. Click on **Manual Override** to modify the S1 grade. **When you change the letter grade, also change the percentage**, so the percentage and grade match the corporation grading scale. (The lowest percentage for D- is 60%) If you modify a grade per the SBCSC credit guideline, add a comment of "2 out of 3 rule". (Nothing needs to be changed if the percentage is 60%, even with 2 F's)

(Running a scoresheet report with only final grades checked, and date range of S1 selected will assist in easily seeing Q1, Q2, E1 and S1 scores in columns)

#5. Recalculate & Refresh: Recalculate Final Scores: Open your first class in the PowerTeacher gradebook and pull the reporting term to S1. Select **Tools**, pull down menu to **Recalculate Final Scores**. You do not have to check anything—simply **click ok**. Repeat the above steps for each gradebook. You can do this operation anytime to ensure accuracy with any changes that take place in your gradebook. Next, pull down **File** menu and select **Refresh Class Info**. Save when prompted.

#6. Submitting Final Grades: In the PowerTeacher Gradebook, Click on the Scoresheet tab and select a class. Pull the Reporting Term Menu to: Q2 To add comments or override a grade: Right click (Control click on Mac) or double-click on the student's grade in the Final Grade Column and click Show Score Inspector. You can click on Manual Override to change a grade. If you change the grade, also change the percentage, so the percentage and grade match the corporation grading scale. Remember any override of Q1, Q2, or E1 affects the S1 grade.

Code	Comment	Category	Type	Favorites
7-1	A pleasure to teach.		Dist.	
7-17	Assignments not handed in.		Dist.	
7-17	Attendance affects performance.		Dist.	

Separate Using: Line Breaks Insert Selected

Comment (Edit Comment Preferences to add Smart Text):
 A pleasure to teach.
 Assignments not handed in.

Click on the Comment tab, next to Show Comments, pull down to Choose the District Comment Bank. Double click on each comment (up to a limit of two). Note the student name that you are listing comments for. Comments entered will be eventually visible to the parents on the Quick Lookup screen display and report cards in Q2 only. Use up or down arrows to switch to another student or click the Close button. **SAVE**. Click on the button Q2 in progress, click the box Final Grades Complete, Click OK. You'll see a green checkmark that the Q2 Grades are Complete. **Repeat** steps after selecting **E1** reporting term and then **S1** (Choose Scoresheet tab, pull the Reporting Term Menu, choose E1 or S1.) Be sure you do these same steps for each one of your gradebooks!!!

REMEMBER:

- Only Comments for Q2 will print on report cards (Remove or replace comments that you had for progress reports)
- Comments will not print on report cards for E1 and S1, but will be visible on parent and student portal after they are stored
- Any changes to Q1 require a grade change form to guidance because those grades were stored in October.
 - Report card grades pull from stored grades, **not** your gradebook
 - Semester calculations pull the percentages from your gradebook

What is The Kroc Center?

A PLACE TO GATHER, CONNECT, DISCOVER, INSPIRE & MORE!



The 110,000 square-foot facility redefines what a community center is all about. This unprecedented place of gathering houses an array of **education, sports, faith, arts and supportive programs** to deliver a world class experience. The programs, as well as the building itself, have been designed to stimulate the mind, body and spirit. And above all, **to provide hope and to transform the life of each and every member of the community.**

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Four difficulty levels, from beginner to expert

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As a corporate member you'll receive a **50% discount** on the registration fee and a **20% discount** on monthly rates.

Corporate Memberships	Discounted Monthly Rate		Discounted Annual Rate		Registration Fee Silver & Gold
	Silver	Gold	Silver	Gold	
Family* (3 members or less)	\$50 \$40	\$60 \$48	\$550 \$440	\$660 \$528	\$50 \$25
Family* (5 members or less)	\$60 \$48	\$75 \$58.40	\$660 \$528	\$803 \$642.40	\$50 \$25
Family* (6+ members)	\$65 \$52 + \$4 for each additional child	\$78 \$62.40 + \$4 for each additional child	\$715 \$572 + \$44 for each additional child	\$803 \$686.40 + \$44 for each additional child	\$50 \$25
Young Adult (11-24)	\$25 \$20	\$35 \$28	\$275 \$220	\$385 \$308	\$25 \$12.50
Adult (25-62)	\$35 \$28	\$45 \$36	\$385 \$308	\$495 \$396	\$25 \$12.50
Senior (62+)	\$28 \$22.40	\$38 \$30.40	\$308 \$246.40	\$418 \$334.40	\$25 \$12.50
Senior Couple (62+)	\$45 \$34.40	\$55 \$42.40	\$473 \$378.40	\$583 \$466.40	\$50 \$25

For more information on memberships please visit www.mykroc.org/membership.

*For a definition of what is considered a family, in terms of memberships, please visit www.mykroc.org/policies.



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o <https://www.flickr.com/photos/indianakroc/>

MEMBERSHIP TYPES

Designed so that you can find the right fit for you and your family, there are two types of memberships available – Kroc Silver and Kroc Gold. Below are the access and benefits which come with each type of membership.

ALL MEMBERSHIPS RECEIVE:

- Access to Aquatics Center
- Access to Multi-Activity Gym
- Access to Cardio Fitness & Weight Center
- Access to Kids Watch (Additional fee)
- Fitness Equipment Orientation
- Access to Youth Activity Center
- Open Gym
- Open Climb

GOLD MEMBERSHIPS RECEIVE THESE ADDED BENEFITS:

- All Drop-In Group Fitness Classes – **FREE**
- Early Registration
- 4 Guest Passes
- 10% Discount on Registration Fees for Classes, Programs, and Camps
- **FREE** Kids Watch

KROC CENTER POLICIES

*FAMILY MEMBERSHIP DEFINITION

One or two adults living in a household (second adult must be the spouse or significant other of the first) with their dependents who are eligible up to the age of 24. At age 25, an individual with a disability or an elderly parent who is living in the same household will remain eligible for the Family membership. Verification of family status and residency may be required. Acceptable documents include a tax return, utility bill, health insurance, or other documents.

MONTHLY PAYMENTS / ONE-TIME ANNUAL PAYMENT

Membership fees must be paid monthly via recurring credit card charge. Pro-rated fees will be due at time of enrollment and may vary depending upon enrollment date. Any requested changes must be submitted prior to the 10th of the month in order to be processed for the following month. Annual payments may be paid in full by cash, check, major credit/debit card. Fees are equivalent to 12 monthly payments. The annual fee and required registration fee are due at time of enrollment.

MEMBERSHIP CANCELLATION OR CHANGE POLICY

Changes or cancellations to a membership must be submitted in writing using a "Cancellation/Change Form." Changes will take effect immediately.

CHANGES

Any requested change that affects the billing of your membership must be submitted by the 10th of the month to be processed for the following month. 10th of the month, please see the Welcome Desk for pro-rated amount. downgrades and removal of family members are subject to a \$20 change fee.

INSUFFICIENT FUNDS POLICY

There is a \$20 charge for each insufficient funds transaction. This places your membership on hold until payment is received.

CANCELLATIONS

Membership fees are nonrefundable. In order to cancel a membership, members must submit a written request by the 10th day of the current month for it to become effective in the following month. If a member cancels or if membership payments lapse for more than 30 days, the appropriate registration fee will be charged to reopen the membership account. There is no fee charged for cancellation.

MEMBERSHIP HOLD

A membership can be suspended (frozen) for up to 6 months due to a temporary relocation or medical reasons by completing a Change/Cancellation form prior to the 10th of the month. Proper documentation for temporary location includes a letter from employer, utility statement, or tuition statement with new address. A letter from a physician is required for a medical freeze.

CLASS AND PROGRAM CANCELLATIONS

Full payment is expected at the time of enrollment. No cash refunds are given unless the program is cancelled by The Kroc Center. If the program is cancelled by The Kroc Center, you will be given the choice of a full credit or a cash refund. If you request to cancel your class enrollment five or more days prior to the first class, you will receive a full credit on a Kroc Center gift card minus a \$5 processing fee or you may choose to transfer to another session if available. Requests made less than five days prior to the start date are not eligible for a refund or credit, except in the case of personal emergencies. No credits or pro-rated credits will be issued for missed days of camp or class due to illness, partial attendance, behavior issues, or any other reason.

GROUP/PERSONAL COACH POLICY

Public drop-in access is intended for inclusive recreational use; any external personal or group training/coaching is prohibited. Contact the rental department for specific group requests.

FINANCIAL ASSISTANCE / SCHOLARSHIP PROGRAM

Individuals, families, and seniors who cannot afford Kroc Center membership or fees for youth camps and/or group classes can apply for a discount. Eligibility for this program is based on income level and other mitigating factors. See page 5 for how to apply.

EQUIPMENT

Free use of athletic equipment such as volleyballs & basketballs. Please see the Fitness desk. A membership ID or Day Pass is required. Parents must check out equipment for children under 11.

LOCKERS

Lockers are available for day use only. Some lockers are available for free. Guests are responsible for supplying their own lock and clearing locker after each use. The Salvation Army is not liable for lost or stolen property.

GIFT CARDS

Gift Cards are available for purchase at the Welcome Desk and can be used by recipient to pay for memberships, class and program fees, facility rentals, merchandise, and cafe items. Gift cards cannot be used for class materials, theater & performance tickets, vendor events or non-Kroc sponsored events.

SAFE ENVIRONMENT POLICY

In order to promote a safe and secure environment, The Salvation Army Kroc Center has placed video cameras in various locations. As part of our commitment to the safety of children and vulnerable persons, The Salvation Army Kroc Center reserves the right to consult public sources to determine whether any member or guest of any member poses an unreasonable risk of harm to its patrons, staff, or visitors.