Family Handbook
Dear Parents,

Thank you for entrusting the Lab School staff with your child’s education. As a magnet school, we know that we are a school of choice and you could have made any number of choices, but you picked us! You may have selected our school because a friend shared his/her positive experiences at the school, or you may have visited and fallen in love with the philosophy or the classroom environments. Regardless of your reasons, we appreciate you and we appreciate your faith in our program.

We hope you find that your experience at the Lab School is personal, meaningful, and welcoming! By now, most of you have already had a family visit with your child’s teacher. I can’t say enough about the dedication of our excellent staff who do not see family visits as something extra to do but as essential to becoming the best teacher for your child.

As the school year unfolds, you will have many opportunities to connect with the staff and with one another. We host Family Nights and we have a parent organization called the Boltdog Booster Club. We also welcome volunteers during the school day but typically that begins 6 weeks into the school year. We view parents and families as our partners and we thank you for your partnership!

Please stay connected in the following ways with the Lab School:

Facebook: Facebook.com/ipsbutlerlab55
Twitter: @ipsButlerLab55
Instagram: @ipsbutlerlab55
Website: www.myips.org/butlerlabschool55

Thank you and have a great year!

Nicole Kent
Principal
IPS/Butler University Lab School 55
cgie@myips.org
317-226-4255

School Information

Mission Statement

Inspiring children to transform the world.

Vision Statement

Our vision is to create a place where families from all backgrounds feel honored and celebrated; where everyone sees themselves reflected in the curriculum and classroom environment. We believe that children are naturally curious, and that our job as teachers is to build upon the unique knowledge each child brings to school every day. Our school is a place where families and community members are invited to collaborate with us, engaging students and staff in meaningful ways.
About the School

Children are naturally curious about the world, and they have many ways to express what they know. They have questions of their own that should be taken seriously by the adults who surround them. At the IPS/Butler University Laboratory School, students gain math, science, language, and social studies skills through learning projects on topics of interest as they discover the answers to their own questions. A special emphasis is placed on problem solving and on the arts and sciences as forms of communicating, expressing ideas, and demonstrating learning. With the support of a creative staff and the Butler University College of Education, students will be prepared for a successful high school career and for lifelong learning beyond high school.

About our Partnership with Butler University

The College of Education believes in preparing students for schools, as they should be, not simply perpetuating schools, as they currently exist. Upon graduation, College of Education students dare to imagine and create schools that reach high standards and promote excellence in education. These schools focus not only on student achievement, but also on the development of thoughtful citizens in a democratic society. At the IPS/Butler University Laboratory School, with the support of the faculty of Butler University and the Butler trained teaching staff, we will create a learning environment where students learn with what bestselling author Daniel Pink refers to as, “three essential elements: (1) Autonomy – the desire to direct our own lives; (2) Mastery – the urge to get better and better at something that matters; and (3) Purpose – the yearning to do what we do in the service of something larger than ourselves.”

About Reggio Inspired Practice

There is a small city in North Central Italy called Reggio Emilia. This beautiful city has become famous over the last 50 years for developing the finest schools for young children in the entire world. In Reggio, democracy is not something that is simply talked about, but democracy is actually lived by the children, the parents, and the teachers within the schools. Children as young as three years of age, and their parents, truly have a voice in what is learned and in how learning takes place in the schools of Reggio. Reggio Emilia and its schools are the inspiration for the IPS/Butler University Laboratory School.

Butler University has a rich tradition of Reggio Inspired practice. The Butler College of Education, in collaboration with the Warren Early Childhood Center and St. Mary’s Child Center, created the Indianapolis Reggio Collaborative in 2008. The Indianapolis Reggio Collaborative has gained national and international recognition for excellence, and the IPS/Butler University Laboratory School, the newest member of the Indianapolis Reggio Collaborative, is staffed with teachers who are members of the Collaborative and/or Butler University College of Education graduates.

Communication

- Families will also receive reminders, notices, and any emergency messages via telephone through our Connect-Ed system. It is most important to keep your general and emergency phone numbers up to date. Please contact the school immediately if your number changes. There will be a weekly Sunday night phone message from the principal through this system.
- Teachers communicate in a number of ways. Many teachers send a weekly email or newsletter. Some teachers use an app called SeeSaw. Your teacher will provide information on their class procedures for communication.
- Our school will also have Friday Folders. Important school communication will go home on Friday. Please check your child’s backpack each Friday and go through their folder. Please send the folder back to school with your child each Monday.

Important Phone Numbers and E-mail Addresses

| School Phone-226-4255 | Nicole Kent, Principal – cegielni@myips.org |
| Teena Hicks, Administrative Associate – hickst@myips.org |
| Aaron Munson, Counselor – munsonaj@myips.org |
| April Barber, Parent Involvement Educator – barbera@myips.org |
| IPS Transportation- 226-4500 |
| Office of Enrollment and Options - 226-4000 Option 2 |

| IPS Information- 226-4000 |
| Childcare |
| AYS – At Your School Services | www.ayskids.org/ |
| (317)283-3817 |
| Childcare available beginning at 6:30am and ending at 6:00pm (excluding school hours) |
School Policies

School Day and Attendance

K-7 School Hours:
9:05 AM – Buses and cars are unloaded and breakfast begins
9:20 AM – All students are expected to be at school
9:20 AM - Tardy Bell – students must get a pass from the office after 9:20
3:45 PM – Cars and busses are loaded
3:55 PM – Buses, Walkers, and bike riders are released

Pre-K School Hours: 8:30-3:00

Attendance
Attending school regularly is essential for a child’s academic and social development. Parents/guardians are required by Indiana Law to ensure that their child attends school daily, for the entire schedule of activities. Once your child reaches 12 years of age, he/she shares legal responsibilities for school attendance. There are three (3) basic reasons for absences: Excused, Exempt, and Unexcused.

Procedures for Reporting Student Absence, Tardiness and Early Dismissal
Absence: On the morning of each day of absence (individual days or consecutive days), a telephone call from the parent/guardian to the school providing the reason for the absence must be received by 10:00 a.m. A written note of explanation from the parent/guardian must be submitted upon the student’s first day returning to school. Failure to call each day on time will result in the absence being recorded as unexcused.

Absence Classifications
1. EXCUSED ABSENCE:
   - Personal illness/injury. A parent must contact the school before 10:00 a.m. and submit documentation upon the child’s return. A formal signed statement from a medical service provider is required for each and every absence once your child accumulates more than five (5) absences during the school year.
   - Medical, dental, counseling, and other select required appointments (formal documentation required).
   - Death in the immediate family
   - Major religious holidays
   - Personal tragedy (with administrative approval)

Please note: Routine, non-emergency appointments (vaccinations, dental cleanings, etc.) are encouraged to be arranged outside of school hours and during school breaks. If it is necessary for your child to miss school, she/he is expected to attend school both before and after the appointment.

2. EXEMPT ABSENCE (formal documentation required):
   - Participating in an election
   - Duty as a page or honoree of the Indiana General Assembly
   - Testifying in court under subpoena

3. UNEXCUSED ABSENCE:
   - The broad definition of an unexcused absence is any absence not covered under the definition of excused or exempt absence (see above).

SPECIAL NOTE: Student absence due to prearranged family trips/vacations is considered unexcused. Families are encouraged to schedule trips during school breaks.

Consequences of Absences:
The School District and/or Indiana Law provide consequences for excessive student absences and tardiness. The list below is partial in nature:
- School detention
- Parent, student, teacher, administrator, attendance officer conferences
- Discipline referral per Student Code of Conduct
- Disqualification from select school programs or activities
- Academic failure
- District Adjudicator referral for building reassignment
- Sanctions by Department of Family and Children
- Referral of parents to the Marion County Superior Court for Failure to Ensure charges and/or referral of students aged 12 and over to the Superior Court for truancy charges.

Tardiness: Tardiness is defined as arriving to school after the designated start time (9:20). If your child is tardy for any reason, an adult must accompany the child to the school office and sign the child in at the office. The child will then be
given a pass to give to the teacher. If a pattern of unexcused tardies occurs a conference may be held with the school counselor or administrator.

**Early Dismissal:** Parents/Guardians must sign a child out at the school office if leaving before scheduled dismissal. The child will then be called to the office to be released. Students will not be released to anyone other than the parent or guardian unless confirmation has been received from the parent/guardian prior to the release. Designated emergency contacts and those adults able to take your child from school should be listed on the school Emergency Form. Please do not pick students up early from school unless there is an emergency as early departures interrupt instruction for all children. **If you do need to pick your child up early, please do so before 3:15. After 3:15 we ask that you use the school car rider line to pick up your child.**

**Important Note:** The above section regarding student attendance is a summary of expectations and related information. Please contact the building attendance officer (counselor) for greater details and clarifications.

**Illness or Injury at School/Medication**

If a student becomes ill or injured at school, the child will be sent to the school office, and if warranted, the parent or guardian will be called to pick up the student. We do not have adequate resting space at the school for sick children to stay all day when they are ill. If we cannot reach a parent, the person listed as the emergency contact will be called. If there is a life-threatening emergency, we will call 911 and transport your child to the hospital. A staff member will accompany the child in the ambulance and wait at the hospital until a parent/guardian arrives. Parents will be contacted immediately. **Please remember to keep all telephone numbers current in case of an emergency.**

If your child needs to take medication at school, please complete a medication form (given to families in the opening of school packet and available online and at the school office) and send the medication in its original container. No medication will be given at school without written permission from the parent or guardian. Non-prescription medicine must be in the original package with the manufacturer’s label. **Students are not allowed to carry medication on them during the school day unless it is for a chronic disease or medical condition that requires emergency administration of the medication.** If your child needs to carry this type of emergency medication on them during the school day, please request a form from the school office.

**Immunizations**

The immunization requirements are:

- Preschool and Kindergarten: Two Varicella (chicken pox vaccinations (not needed if child has documentation of having had chickenpox).
- Entering Grade 6-12: Tetanus, diphtheria, acellular pertussis vaccine (also called Tdap), Menigococcal conjugate vaccine (also called MCV4- Menactra), and two Varicella (chicken pox) vaccinations (not needed if child has documentation of having had chickenpox).

Please make sure that your child’s immunizations are up to date and that we have an official record on file. If your child is not exempted from getting the shots, your child may attend school for 20 days to allow you time to get the necessary shots. **The law says the school cannot allow your child to attend more than 20 days without the shots,** unless the child is exempted for religious or medical reasons – or if a doctor has provided documentation that your child is scheduled to be vaccinated. If your child does not receive shots due to medical reasons we must have a **doctor’s statement.** If your child does not receive shots for religious reasons a written statement must be submitted to the school each year.

More information is available through Mary Conway, the school nurse at CFI/School 2, or from the Indiana State Department of Health (1-800-701-0704 or [www.chirp.in.gov/chirp_docs.htm](http://www.chirp.in.gov/chirp_docs.htm)).

<table>
<thead>
<tr>
<th>Grade level and Vaccine with number of doses required</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTa/DTP/DT/Td (4 doses acceptable if fourth dose was on or after the 4th birthday)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Polio (3 doses acceptable if 3rd dose was on or after the 4th birthday and the 3 doses are all IPV or all OPV). <em>The 4th dose of polio vaccine must be administered on or after child’s 4th birthday. This applies only to K for 2010-11.</em></td>
<td>4*</td>
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<td>Measles</td>
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<td>2</td>
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<td>Mumps</td>
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<td>2</td>
<td>2</td>
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<tr>
<td>Rubella</td>
<td>1</td>
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<td>1</td>
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</tr>
<tr>
<td>Hepatitis B (the 2 dose alternative adolescent Hepatitis B vaccine schedule is accepted if properly documented)</td>
<td>3</td>
<td>3</td>
<td>3</td>
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**Textbook Rental**

**Book rental is due the first week of school** and is considered delinquent at the end of September. If you need assistance in paying the textbook rental for your child, please make sure you fill out the necessary textbook assistance forms by the September deadline. If you need help with the textbook assistance form April Barber (barbera@myips.org) can assist you. Questions regarding the assistance application form also may be directed to the applications office at 226-4951. Unpaid book rental fees are turned over to collections at the end of October. The Textbook Rental Fees can be paid by a check written to IPS/Butler Lab School 55 and given to Mrs. Hicks in the front office. Below are the fees for this school year.

<table>
<thead>
<tr>
<th>IPS K-8</th>
<th>Grades</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butler</td>
<td>Lab 55</td>
<td>81.51</td>
<td>103.58</td>
<td>102.04</td>
<td>102.59</td>
<td>100.55</td>
<td>99.94</td>
<td>194.78</td>
<td>144.05</td>
</tr>
</tbody>
</table>

**Telephone Procedures**

Parents calling school: School office staff will deliver all emergency calls and messages to students and teachers. Students and teachers will not be called to the phone during class time and calls will not be put through to classrooms during instructional time. **When calling to change plans regarding transportation home, please call the office by 2:30 p.m.** Please realize that the school only has a few open lines coming into the building and the phone may be busy at the end of the day so calling early is imperative.

Calling school for a dismissal change: If you are calling to change your child’s plan for dismissal that day, please call the office **before 2:30.** The end of the day is very hectic for teachers and this ensures us that we will be able to communicate with the teacher before dismissal. Please **CALL** the office for dismissal changes. Teachers do not have time to check email before dismissal. If you know in advance that dismissal is changing you can also send a note to the teacher or email the teacher before the school day.

Students calling home: Calls home should be for emergency purposes or as directed by a staff member. Student calls are made only after receiving a staff member’s permission. Calls are to be made **under the direct supervision** of a staff member.

IPS does not permit students to bring electronics to school. This includes cell phones. Cell phones must be turned off and **kept put away in a backpack/locker.** On the first offense, if a cell phone or electronic device out in class the classroom teacher will confiscate it, let the parent know, and give it back at the end of the day. If a pattern of cell phone/electronic usage occurs it will be confiscated by the Positive Behavior Coach or Administrator and kept in the office until a parent is able to come to school and pick it up. We realize that some children must go home to an empty home and/or walk a route to and from their bus stop alone. If a parent feels that their child needs to carry a cell phone for safety reasons, students will be **required** to leave their phone turned OFF and in their backpack throughout the school day. **The school is not responsible for electronics brought to school.**

**Address and Phone Change**

Changes to your address and/or phone numbers should be communicated to the administrative assistant so that records may be up to date at all times. If an address change is given, proof of the new address will be required.

**Electronics and Other Items from Home**

- **Electronics of any type** (IPods, pagers, cell phones, games, etc.), trading cards, toys, gum and candy are not permitted at school. Items will be confiscated and sent to the office and kept there until an adult family member picks-up the item. Unclaimed items will be discarded at the end of the year. A continued violation of these rules will result in disciplinary action. For exceptions regarding cell phones, refer to the Telephone section of the handbook.

- If your child’s teacher allows particular items to be brought for sharing time or recess, the items should be labeled with your child’s name using a permanent marker or secure label and kept in the child’s book bag.

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**Varicella** (Physician documentation of disease history, including month and year, is proof of immunity for preschool, kindergarten and 1st grade students. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 2-12.)

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<tr>
<th>Tdap</th>
<th>MCV4</th>
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<td>1 1 1</td>
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</table>
• The school is not responsible for any loss or damage to items brought to school with or without permission.

**Money and Notes**

Any money (for field trips, book fair, etc.) and notes from home should be given to the child’s classroom teacher at the beginning of the school day. **Please send notes and/or money in a sealed envelope with the student’s and teacher’s names on the front and the purpose of the money.** Please limit the amount of money sent to school with your child to the exact amount needed.

**Media Coverage**

Reporters from the local television stations, radio stations, and newspapers often come to the IPS/Butler Laboratory School for stories, file footage, etc. They photograph students involved in school activities. They also may request to interview students. If for any reason you do not want your child photographed, filmed, or interviewed, please write this on the permission form handed out at Back to School Night. If we do not hear from you, we will assume that you do not object to your child being interviewed and/or photographed for publication in a newspaper or radio/television broadcast.

**Child Custody**

It is important for our office staff and your child’s classroom teacher to be aware of your child’s legal custody status. Should you have any court documents that outline specific custody arrangements, please share those with the office staff so that we can ensure your child is only released to someone who has a legal right.

**Student Records**

Student records are maintained in the office. Should you move out of district, inform the new school that your child attended the IPS/Butler University Laboratory School at Eliza Blaker 55 and they will contact us to retrieve records.

**Inclement Weather**

On rare occasions, due to bad weather or mechanical issues school may be delayed, cancelled or dismissed early. These events will be advertised on local news outlets and on the IPS website. Download the myIPs app from the App store by searching for “Indianapolis Public Schools.” This is another way to get alerts from the district.

**Volunteers and Classroom Visitation** - [https://www.myips.org/get-involved/volunteer/](https://www.myips.org/get-involved/volunteer/)

Parents are welcome at the IPS/Butler University Laboratory School. Throughout the year there will be many ways for parents to become involved. Attending field trips and volunteering in class as well as opportunities to become involved outside of school will be available. We also host family events like the Fall Game Night and A Night of 100 Languages where families come to the school and build community with one another.

IPS policy dictates that any adult working with students, during school time or after school, must have an Application to Provide Volunteer Services Form on file. Criminal Background History checks are required of new volunteers and may be requested by the principal and/or IPS central office of all volunteers. These policies are in place to guarantee the safety of your children. If you will be donating time at school to work with or accompany students, please be sure to complete the required online application by visiting [https://www.myips.org/get-involved/volunteer/](https://www.myips.org/get-involved/volunteer/)

**Visitors**

Family members are important members of our school community and are **always** welcome! We welcome family volunteerism, assistance in the classroom, and observation of your child in the instructional setting. **We ask that at the beginning of the school year you give the teacher four-six weeks before visiting.** This gives the teacher and the class time to adjust to procedures and routines. In order to keep a record of your visit and for the safety of all our students, **you must sign in at the office immediately upon entering the school.** A Guest Pass will be issued and worn during the school visit. If you need to speak with a teacher regarding your child’s progress, homework, behavior, etc,
please call to make an appointment. The teacher will not be able to hold conversations/conferences during instructional time.

**Dress Code** – Please visit [https://www.myips.org/students-families/uniforms/](https://www.myips.org/students-families/uniforms/)

Students are expected to follow the IPS Dress Code. In general, the dresscode is khaki, navy, or black bottoms and ANY solid color collared shirt. Student may wear Lab School T-Shirts on the first Friday of the month. (Pre-K students DO NOT need to wear a uniform; however we recommend close-toed shoes because students run and play often!)

*Please note:*

- Hoodies are NOT allowed in the classroom.
- Sweaters or jackets worn must be solid colors.
- Jeans and athletic pants are not permitted.
- Purses are not allowed in the classroom; personal items must be kept in backpacks.

**Dress Code Violations:**

1st offense: teacher discusses the issue with the student and contacts the family to remind them of the dress code policy
2nd offense: parent involvement educator, positive behavior coach, or school administrator calls the family and asks them to bring what is needed to school so the student can change
3rd offense: parent involvement educator, positive behavior coach, or school administrator calls the family to inform them of the violation, student will have to give back to the community by volunteering in a younger classroom or helping a staff member

Further issues: parent may be asked to come in for a meeting about the dress code and to develop a plan to support the student

If you need support with getting school uniforms please reach out to our school counselors: Mr. Munson munsonaj@myips.org and Mrs. Shull shullk@myips.org.

**School Pictures**

School pictures are taken in the fall by Lifetouch Studio. Envelopes are sent home with ordering information and reminders of the dates are listed on our school website.

**Parties and Birthday Celebrations**

Several times during the school year, classrooms may plan whole-class celebrations. **Please DO NOT plan birthday parties during the school day and DO NOT bring birthday treats to school.** Students in your child’s room may have food restrictions or food allergies. Instructional time is not to be interrupted. Birthdays will be recognized monthly in a meaningful way (your classroom teacher will provide details). Invitations to parties outside of school should not be passed out at school unless everyone in the class is invited to the party. If you are inviting only a few school friends to an event outside of school, mail the invitations to the child’s home. **Special gifts, such as balloons or flowers, should not be delivered to school.** They will not be sent to the child’s classroom because, although fun for the child receiving them, they are disruptive to classroom instruction.

**Field Trips**

The students at the IPS/Butler University Laboratory School usually participate in field trips throughout the school year. Parents sign a general permission form for all field trips at the start of the school year. Parents will be communicated with about the date and logistic of all field trips. Due to entrance fees, some trips have a small charge. Parents are asked to donate this fee, but no child will be denied participation because of lack of payment. Please send any money for field trips to the classroom teacher in an envelope with the child’s name and the name of the field trip on the front. In order to chaperone or assist with a trip, parents/guardians must have completed a volunteer application and we have to have received notification of security clearance for the volunteer. **Younger siblings and those not attending our school are NOT permitted to attend field trips.**
Lost and Found Items

A lost and found box is kept in the main office. During breaks in the fall, winter and spring, unclaimed items are donated to Goodwill.

Cafeteria Information

Breakfast and Lunch Service

- IPS participates in a universal free lunch program. All students may eat breakfast and lunch at no charge. Students may choose to bring lunch from home; there is a $0.40 charge for milk or juice purchased separately from a school meal.
- Students may NOT bring soda pop or candy in their packed lunch. If students bring chips in their sack lunch, it should be a small quantity that can be consumed in the cafeteria during lunch. Please supervise the food choices students bring to help promote healthy eating habits.
- Due to allergies, students are not to share or trade any food items in the cafeteria.
- If your child has a medically documented dietary need, please contact the principal for information on modified meals.
- Adults may also purchase a school breakfast and/or lunch (Breakfast: $2.25 Lunch: $3.75).
- If you plan to bring lunch to school for your child, you must arrive prior to the beginning of the lunch period or your child will be provided a school lunch.
- Lunch is a 20 to 30-minute period depending on the grade level. Menus are distributed electronically.

Lunch Visitations

Parents are welcome to enjoy lunch with their child in the cafeteria. Please sign in at the front office and get a Visitor Pass.

Withdrawal of Students

If your family moves out of the IPS district or decides to withdraw from the school, please stop by the school office, as there is a magnet withdrawal form that needs to be completed and signed. Also, let the office know the intended withdrawal date and the name of the new school your child will be attending so that the proper records may be forwarded. When changing addresses within IPS, students may continue attending the IPS/Butler University Laboratory School and receive IPS transportation to and from school. Notify the school office of an address change. When moving out of the district, it is the principal’s discretion whether to allow continued enrollment at the IPS/Butler University Laboratory School for the remainder of the school year. Transportation for out of district students is the parent’s responsibility.

Academic and Social Achievement

Report Cards and Conferences

Report cards (non-letter grades) are issued 4 times per year. Teachers write narrative comments about your child at the end of each semester. Parent conferences will offer an opportunity for parents to become better informed about the progress of their child. Parent conferences happen on Parents In Touch or PIT Day in September and in March. We highly encourage parents to attend conferences!

This is the grading scale at our school. Please do not compare our scale to the typical A-F scale. An Exemplary is not the same as an “A”. The goal for all students is to be proficient at grade level standards. Strong and Exemplary show above grade level capability. We focus on a growth mindset model with students and try to instill the value of continuous improvement regardless of what academic level they are working at.

Exemplary (E): The student is working significantly above the target standard; the student could teach the standard to someone else.

Strong (S): The student is working above the target standard.

Proficient (P): The student has achieved the target standard.
Developing (D): The student is still working on the target standard.
Not Evident (NE): The student is showing minimal evidence of the target standard. This means they are significantly below grade level in that area.
*Not Applicable (NA): This standard has not been taught during this quarter

**Homework Philosophy**

We value and recognize the importance of students having time for family activities, engagement in extracurricular activities, and independent reading. The research around homework is that, to be effective, it should support educational goals, consider students’ abilities and needs, and strengthen the school-home link. When homework is assigned, it is expected that the expectations are clearly communicated to students for each assignment, that it is developmentally appropriate (not busy work), and that feedback is provided to students. Butler Lab teachers share their grade level/subject area homework guidelines with parents during our curriculum night and through communication like emails and class newsletters. Parents are encouraged to support their child by providing the appropriate materials, time and space to complete assigned homework. Parents are also encouraged to contact their child’s teacher if there are questions about homework. See the Homework Scope and Sequence below to get an idea of what to expect at each grade level. If your family would like more resources for homework and additional practice please visit our website [www.myips.org/butlerlabschool55/homework-resources/](http://www.myips.org/butlerlabschool55/homework-resources/).

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Homework</th>
<th>Optional Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten &amp; 1st</td>
<td>None</td>
<td>Encourage nightly reading at home, Activities sent home on a quarterly basis, DreamBox, Math games, Sight word practice, Math fact practice</td>
</tr>
<tr>
<td>2nd &amp; 3rd</td>
<td>It is expected that kids read for fun ~200 minutes every two weeks (20 min./5x per week).</td>
<td>DreamBox, Math games, Sight word practice, Math fact practice, A biweekly “choice board” that includes math, reading, writing, and project work homework ideas, Typing</td>
</tr>
<tr>
<td>4th &amp; 5th</td>
<td>It is expected that kids read for fun ~200 minutes every two weeks (20 min./5x per week). A biweekly “choice board” that includes math, reading, writing, and project work homework choices.</td>
<td>DreamBox, Math games, Sight word practice, Math fact practice, Typing</td>
</tr>
<tr>
<td>6th – 8th</td>
<td>Teacher discretion: Expect at least one weekly homework assignment per class,</td>
<td>Encourage nightly reading at home, Typing, DreamBox, Math Games</td>
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</table>

*Teachers have the discretion to send home unfinished classwork for homework.
**Special Services**

Special education services are available for students with an IEP (Individual Education Plan). Those services can include speech therapy, support of a special education educator, occupational therapy, and physical therapy. If you have questions email our special education teachers Liz Lewis at lewise@myips.org or Madison Stefanski stefanskim@myips.org.

**High Ability Students Philosophy**

The Lab School is fortunate to have high numbers of students identified as high ability attending our school. In fact, we regularly have the highest number of students invited to Sidener of all the elementary schools. Most families have decided to remain at the Lab School because what they want for their high ability learner (HA learner) aligns with our school’s philosophy.

Our belief about meeting the needs of high ability students is that we should focus on depth of understanding instead of acceleration through content. For families interested in acceleration for their child, we recommend that they look into Sidener Academy’s program.

As a Reggio-inspired school, we believe that we have a responsibility to develop the whole child. This means that we want to make sure to support students not only in academics, but also in their social/emotional development. We will encourage HA learners to:

- Take risks
- Collaborate with peers who may learn differently from them
- Communicate effectively
- Advocate for themselves

If you have a high ability student at our school you can expect the following:

- There are many features in the Lab School’s programming that are designed to accommodate learners of all abilities. For example, the workshop model and project work lend themselves really well to allowing your HA learner to challenge themselves.
- We do not place all high ability students in one classroom. It is our belief that learning in a diverse setting is valuable to all students. At second grade and above, you can expect your high ability student will be in a class with a cluster of 4 or more HA students. (Please keep in mind that sometimes enrollment changes in the summer may impact class lists beyond our control.)
- When high ability students grow up and enter the workplace, it is very unlikely that they will be in an environment where they are only with high ability colleagues. For that reason, we think it is extremely important that students learn to collaborate and communicate effectively with all of their peers.

**Student Behavior**

**Student Conduct** – The Student Code of Conduct will be provided in a separate document.

**Responsive Classroom**

At our school all teachers use Responsive Classroom strategies such as morning meeting, positive take a break, and teacher language to support proactive classroom management. Teachers work hard to build strong relationships with students and to teach appropriate behavior. Families and teachers should refer to the IPS Student Code of Conduct for more detailed information about discipline. The code of conduct can be found at https://www.myips.org/students-families/student-code-of-conduct/.

**Restitution**

When a child’s choice of behavior causes harm emotionally or physically, he or she may be counseled to conduct an act of restitution. This is a way for the child to try to make amends and set the situation right. Some examples: a child playing in the café spills milk on a classmate causing the classmate to become upset, offers to help clean the milk off the child’s coat; a child saying mean things to a classmate, in addition to apologizing, might make a point to say three nice things about the classmate or to compliment them; a child throwing a rock in the air on the playground breaks a school window would then pay for the window replacement, earning the money by doing extra chores at home.
IPS Bully Prevention Policy
Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Resolution NO. 5517.01. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, function, or event. Principals are responsible for informing students, parents, teachers and staff that bullying will not be tolerated and will be subject to disciplinary action, up to and including, suspension and expulsion. Further, principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

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

IPS “Sexting” Policy
It is IPS Policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school-sponsored events, or on school buses or other vehicles provided by IPS. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to sexual materials contained in a cellular telephone, a camera phone, or personal digital assistant and sexual material transmitted by text message, email, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion. Students and parents need to be aware of the consequences — some of them life altering — of having sexual material at school, including on your cell phone or other electronic communication device.

Title IX Policy Forbidding Sex Discrimination and Sexual Harassment of Students

Policy against sex discrimination
In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of Indianapolis Public Schools that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity on the basis of sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

Prohibition against sexual harassment
The policy against sex discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student’s ability to participate in or benefit from the education program.

This policy prohibits sexual harassment by an employee or agent of IPS, by another student, and by third parties who come in contact with students at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a student.

Making a Complaint
Parents and students are encouraged promptly to submit a complaint or provide information about suspected sex discrimination or harassment so that IPS can take appropriate action to resolve the situation. A parent or student should make the complaint orally or in writing to the building administrator, school counselor, school social worker, or directly to the Title IX Coordinator. A complaint should be made as soon as possible after the complained-of incident, preferably within ten days after a student of sex discrimination or harassment has notified the parent. However, IPS accepts complaints after the ten-day filing period.

Investigation and Corrective Action
The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner. Depending on the nature and complexity of the issues, it should generally take no more than 30 days.

After the investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective corrective action. The Superintendent may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX
Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were substantiated.

The decision of the Superintendent is final unless an employee or student has a statutory right to challenge the Superintendent’s recommendation for expulsion or termination or an employee has a collectively bargained right to challenge the imposition of discipline.

**School Safety**

*Emergency and Crisis Planning*

Our school has a detailed emergency plan in place developed in collaboration with the IPS Safety Office. Fire Drills are held 1 x per month, Lockdown Drills 2 x per year, and Tornado Drills 2 x per year. If weather or crisis conditions warrant a school closing or delay in starting time, the best information will come from your local media coverage. You may also receive a notice through the Ed-Connect phone system. School doors are kept locked at all times.

In case of emergencies that would require an early dismissal or evacuation off-site, parents will be notified through one or more of the following: TV and radio news broadcasts and Ed-Connect. For emergency purposes, it is imperative that parents keep their contact information up-to-date at all times with the school office.

**School Property**

If a child damages school property, the child’s family is expected to replace or repair what was damaged.

**Playground**

- Students in grades Pre-K-8th grade have a recess period daily. Recess is usually scheduled in the afternoon, and is supervised by a licensed staff member and when possible, a support staff member.
- If a child needs to stay in at recess due to illness, a note must be sent to the office. Students will not be kept inside for without a doctor’s note. Children are expected to bring hats, gloves, and warm coats so that they may enjoy a bit of fresh air, even in the winter. Recess is held inside if snow, ice, wind chill or actual temperatures make it unsafe to be outdoors. Generally, we go outside if temperatures are above "feels like" 20 degrees F.
- The play area consists a mulched area with playground equipment and a grassy area. Tennis shoes are the recommended footwear for school.
- Recess can contribute to the physical and social well-being of students. However, recess privileges are sometimes restricted or lost if a child is playing unsafely on the playground in a way that could harm him/herself or others.

**Winter Recess Policy**

- Fresh air, exercise and free play are excellent for children. Which is why we try to get our kids outside during recess even when it is cold! If the "feels like" temperature is 20 or above the kids will have recess. We also look at other factors, for example, if the playground is covered in snow or, if it is raining hard, we may have indoor recess instead. PLEASE make sure your student is ready for recess every day. It is a great idea for kids to keep a hat and gloves in their backpack. Also make sure your student has a warm jacket and play shoes. It is also a great idea to keep a change of clothes in your child’s backpack so they can change in the event that the playground is muddy and it gets on their clothes. It is expected that students go outside with their class unless there is a medical reason that they can’t. If there is a medical reason, a doctor’s note must be provided. If you need assistance with winter gear for your student please contact the school.
**Arrival and Dismissal Procedures**

Please read **ALL** information about arrival and dismissal procedures. It is important that you understand the procedures and guidelines so that we have smooth and efficient arrival and dismissal times. In addition to following our procedures, we ask that all adults model courteous and respectful behavior towards staff members, students, and each other. We realize that patience is required during arrival and dismissal times, and we thank you for taking this opportunity to talk with your children about the importance of waiting patiently and being kind to others.

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**Outdoor Play Weather Watch**

**Understand the Weather**

**Comfortable for Outdoor Play**  
Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen and beverages for all child age groups.

**Caution**  
Use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen and beverages are important. Shorten the length of outdoor time.

**Danger**  
Most children should not play outdoors due to the health risk.

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**Wind Chill Factor Chart (in Fahrenheit)**

<table>
<thead>
<tr>
<th>Wind Speed in mph</th>
<th>Calm</th>
<th>5</th>
<th>10</th>
<th>15</th>
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<td>-48</td>
<td>-51</td>
<td>-53</td>
<td>-55</td>
<td>-57</td>
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</tbody>
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**Heat Index Chart (in Fahrenheit)**

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<tr>
<th>Temperature (°F)</th>
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<th>45</th>
<th>50</th>
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Source: Child Care Weather Watch, Iowa Department of Public Health, Healthy Child Care Iowa. Produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the U.S. Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. Wind chill and heat index information is from the National Weather Service.
Thank you for working with us to keep our students safe!

K-7 School Hours: 9:20-3:55  
Drop Off: 9:05-9:20  
Dismissal: 3:45-4:00  
(*Note 6th/7th grade begins dismissing at 3:50*)

Pre-K School Hours: 8:30-3:00  
Drop Off: 8:25-8:30  
Dismissal: 2:50-3:05

K-7 students may not enter the building before 9:05. K-7 Car riders must be picked up by 4:00. Pre-K students may not enter the building before 8:25 and must be picked by 3:05. If you need before or after school care for your child please contact AYS at www.ayskids.org. If you would like to walk your child into the building please park across the street on Haverford or Indianola (the spaces near the gym will be used for morning drop off). **If you need to pick up your child early from school (i.e. they have a doctor’s appointment) you will need to sign your child out in the office. Please pick up your child before 3:15, if they need to leave early. After 3:15, we ask you to use our car rider dismissal line.**

**Transportation Changes for One Day**
If your child’s transportation is changing for the day (bus to car or car to bus) you must send an email/note to the teacher in the morning AND/OR call the office with the change no later than 2:30 p.m. Changes after 2:30 cannot be honored. If your child is going to ride home with another child, a note from the parents of both students must be received that morning and signed by the school administrative assistant or principal. If your child is riding a bus home with another child we need to create a bus pass, therefore we need the notes from both parents in the morning so we have time to do so. **If there is no note or phone call to inform us of a transportation change, we will follow the usual mode of transportation for the child. We will not allow transportation changes through word of mouth from the students.**

**Car Riders**
Car riders are dropped off and picked up in the parking lot near the gym. Cars will enter from 54th street, circle around the back of parking lot, and enter either Lane 1 or Lane 2 (formed by the traffic cones and white lane lines).

Children will be loaded and unloaded near the gym. Please have your child exit/enter your car on the passenger side. Do not leave your car unattended in the line.

For after school dismissal, please have your child’s car rider name card hanging on your passenger side visor, so the staff on duty can get the children in the correct order for pickup. Name cards will be given out at Back to School Night. If you need a new car rider name card please contact the front office. Five cars will be loaded at a time. A staff member will escort your child to the car. If you are the first car please pull up to cone #1 where the sidewalk starts. Children will enter the cars when all cars are stopped. When leaving our parking lot, **it is right turn only** on 54th street. This will keep the flow of traffic moving. Please drive SLOWLY for the safety of the students and staff.

Children **WILL NOT** be released from the gym to anyone on foot. Children will only be released to cars in the car rider line. Please do not park across the street and walk to pick up your child. Use the car rider line if you come in a car to pick up your child.

Please be sure to fill out the section on the emergency card with who is allowed to pick your child up from school. We will ask to see ID if an unfamiliar adult comes to pick up your child. **We will not release a student to someone who is not on the designated pickup list.** If you need to add someone or make a change to the pickup list contact Mrs. Hicks in the front office.
If you have K-5 car rider students please do not arrive in the parking lot earlier than **3:25** in the afternoon. Please note that Pre-K school hours are different from the K-7 school hours. This means that our Pre-K parents will be picking students up at 3 and the parking lot needs to be available for Pre-K families. **We will be dismissing middle school car riders (6th and 7th grade) on a staggered schedule starting at 3:50. If you have a sixth or seventh grade student please arrive at 3:45 at the earliest.**

**Walkers/Bikers**
Parents are asked to instruct their children in safe walking/biking habits, including wearing helmets, crossing the street only at corners, and returning straight home after school. **If your child has your permission to walk home without you, we need a written note on file from you to document this.** Walkers/bikers will enter the building through the main entrance on 54th Street. If you are coming from East of the school keep in mind that you will be sharing the sidewalk with the bus riders entering the building. Please have your student walk their bike when they are on the sidewalk near the buses. Bike racks are available at the front and East entrances of the school. Walkers/Bikers will be dismissed at door 2, which is on the East end of the school near Rosslyn. For the safety of the students and families, walkers/bikers will not be dismissed until the buses have pulled away. The first few weeks of school if you come to pick up your walker we will ask you to sign them out. Once our staff gets to know each family we will stop the sign out procedure. We will ask to see ID if an unfamiliar adult comes to pick up your child. **We will not release a student to someone who is not on the designated pickup list.**

**Bus Information**
In the event a bus is late in bringing your child home or does not pick your child up on time, call IPS Transportation at 317-226-4500. In the event that your child does not arrive home at the expected time and you are unable to reach transportation, call the school office or IPS Police at 317-226-4633. We will attempt to reach parents via our Connect-Ed system if buses are running (more than 30 minutes) late at dismissal. Buses will pick up and drop off students only at their established authorized stop. Students should be at their designated stop 10 minutes prior to their scheduled pick-up time and be prepared to wait up to 10 minutes after the designated pick up time. Students should be standing at the stop when the bus pulls up, not waiting in a car or at their front door. Bus rules are mailed to students by the district. Students not following bus safety/behavior guidelines will be referred to the office and may lose bus riding privileges. The most current bus information is available on Twitter at @ipsbuses. If you’d like to track your child’s bus please visit [https://www.myips.org/domain/10534](https://www.myips.org/domain/10534) for directions on signing up for the Here Comes the Bus app.

**Transportation/Bus Route or Stop Changes**
If your address changes or you are adding a day care stop, the change must be made through the school office. Proof of the new address is required. Generally, it takes at least 3 working days for bus stop changes to take effect. If you have a concern about your child’s bus stop location and safety issues, call the IPS transportation office at 317-226-4500 and ask to speak to the router or supervisor. Get up-to-date information and chat with a transportation representative at [www.myips.org/buses](http://www.myips.org/buses).
Please see the map for a visual of the arrival/dismissal procedures:
Pre-K Arrival and Dismissal Procedures

Please read ALL information about arrival and dismissal procedures. It is important that you understand the procedures and guidelines so that we have smooth and efficient arrival and dismissal times. In addition to following our procedures, we ask that all adults model courteous and respectful behavior towards staff members, students, and each other. We realize that patience is required during arrival and dismissal times, and we thank you for taking this opportunity to talk with your children about the importance of waiting patiently and being kind to others.

Thank you for working with us to keep our students safe!

K-7 School Hours: 9:20-3:55
Drop Off: 9:05-9:20
Dismissal: 3:45-4:00

Pre-K School Hours: 8:30-3:00
Drop Off: 8:25-8:30
Dismissal: 2:50-3:05

K-7 students may not enter the building before 9:05. K-7 Car riders must be picked up at 3:55. Pre-K students may not enter the building before 8:25 and must be picked by 3:05. If you need before or after school care for your child please contact AYS. www.ayskids.org

Transportation Changes for One Day
If your child’s transportation is changing for the day you must send an email/note to the teacher in the morning AND/OR call the office with the change no later than 2:30 p.m. Changes after 2:30 cannot be honored. If your child is going to ride home with another child, a note from the parents of both students must be received that morning and signed by the school administrative assistant or principal. If there is no note or phone call to inform us of a transportation change, we will expect and follow the usual mode of transportation for the child. We will not allow transportation changes through word of mouth from the students.

Car Riders
Car riders are dropped off and picked up at Door 5 in the back of the school. Cars will enter from 54th street and form a single car line down the parking lot and around to door 5. When leaving our parking lot please turn right on 54th street. This will keep the flow of traffic moving. Please drive SLOWLY for the safety of the students and staff.

Children will be loaded and unloaded near door 5. Please have your child exit/enter your car on the passenger side. A staff member will escort your child to/from the car. Do not leave your car unattended in the line. If you use the car rider line, you will be provided with a name card for your student with our school logo on it. Display this on the passenger side dashboard of your car. This will help us to efficiently have students lined up in order to be loaded into cars. If you need another copy of your car rider name card please see Mrs. Hicks in the front office. Children WILL NOT be released from the gym to anyone on foot. Children will only be released to cars in the car rider line.

Please be sure to fill out the section on the emergency card with who is allowed to pick your child up from school. We will ask to see ID if an unfamiliar adult comes to pick up your child. We will not release a student to someone who is not on the designated pickup list. If you need to add someone or make a change to the pickup list contact Mrs. Hicks in the front office.

Walkers/Bikers
Walkers/bikers will enter the building through Door 5 in the back of the school. There are bike racks located in the front of the school near the main entrance. If you will be walking or biking with your Pre-K student please walk them around the building to Door 5 to meet their teacher in the morning. We will ask to see ID if an unfamiliar adult comes to pick up your child. We will not release a student to someone who is not on the designated pickup list.

Please see the map on the next page for a visual of the arrival/dismissal procedures.