

# Eleanor Skillen School 34

## 2023-2024 Student/Family Handbook

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### **Eleanor Skillen Elementary School 34**

1410 Wade St.

Indianapolis, IN 46203

317-226-4234 Office

317-226-4876 Fax

[www.myips.org/eleanorskillen](http://www.myips.org/eleanorskillen)

Principal - Mrs. Krista Douglass

Assistant Principal - Mr. Jon Price

#### **Important Numbers:**

IPS Transportation.....317-226-4093

IPS Service Center.....317-226-4000

IPS Police Department.....317-226-4633

***“The Kindest School in Town”***

August 2023

Dear students and families,

Welcome to the 2023-2024 school year! We are so excited for a wonderful school year at Eleanor Skillen School 34.

The purpose of this Parent - Student Handbook is to provide a quick reference guide to Eleanor Skillen. It contains essential information about our school. Please read the handbook carefully and put it in a safe place for future reference.

Eleanor Skillen Elementary is full of amazingly talented students and exceptionally dedicated faculty and staff. We look forward to joining parents and guardians in creating and maintaining an all-inclusive school environment where students will grow through continued support from home. Our mission is to provide a safe and nurturing environment that promotes academic excellence for all students. We understand that we cannot fulfill this task in isolation and look forward to a great year of collaboration with families.

At Eleanor Skillen, we teach students to demonstrate kindness at all times. It is expected that students will be respectful, be responsible, be safe, and try their best at all times. We will hold students to a high standard academically and behaviorally, and I can't wait to see the growth that our students will make. My hope is that you will support these same values at home.

Please be sure that your child arrives at school each day on time, dressed for success in compliance with the district uniform policy, and prepared with all materials and tools needed for learning. We look forward to another great year at The Kindest School in Town!

Sincerely,

Mrs. Krista Douglass  
Principal



**MISSION STATEMENT:** Eleanor Skillen is transforming lives by empowering all students to think critically and productively while embracing kindness. Our staff, parents, and community are dedicated to the intellectual, emotional, and social growth of our students. Our highly qualified staff recognizes the value of professional development in order to rigorously challenge students. Our teaching practices are both reflective and responsive to the needs of our students. Through diversified experiences, our students will discover their potential and succeed in a safe and caring environment.

**VISION STATEMENT:** At Eleanor Skillen School 34, we are transforming lives by developing kind and compassionate leaders, innovators, problem solvers, and productive citizens in our ever-changing world.

**STUDENT PLEDGE:** As a School #34 Wildcat, I pledge to be a safe, responsible, and respectful scholar.

**WILDCAT CORE VALUES:**

- We are kind.
- We are student focused.
- We have high expectations.
- We persevere.
- We learn everyday.



**IPS MISSION STATEMENT:** IPS empowers and educates all students to think critically, creatively, and responsibly, to embrace diversity, and to pursue their dreams with purpose.

**IPS VISION STATEMENT:** IPS is a family of excellent public schools in which every student has the opportunity to succeed and the power to create their own future.

**IPS STRATEGIC PRIORITIES:**

1. Increase access to rigorous curriculum and instruction.
2. Promote racial equity.
3. Foster authentic engagement.
4. Operate and fund strategically.

## 2023-2024 STAFF DIRECTORY

Position	Name	Location
Principal	Krista Douglass	Office
Assistant Principal	Jon Price	Office
Support Administrator	Megan Siegel	Office
Administrative Associate	Nancy Tharp	Office
Instructional Coach	Devon Long	111
Instructional Coach	Brittney Liggett	111
Nurse Practitioner	Erica Becker	Clinic
Social Worker	Michele Whaley	216
Social Worker	Wylie Poling	216
City Connects Site Coordinator	Natalie Swihart	128
Behavior Coach	Shaun Crosbie	106
Preschool Teacher	Kendra Gancarz	103
Preschool Teacher	April Huller	102
Dev. Preschool Teacher	Tiffany Boyd-Watts	101
Kindergarten Teacher	Anna Kemper	110
Kindergarten Teacher	McKenzie McKay	112
Kindergarten Teacher	Brooke Young	104
1st Grade Teacher	Melina Burnah	113
1st Grade Teacher	Cora Shields	115
2nd Grade Teacher	Molly Gerstenschlager	205
2nd Grade Teacher	Juanna Nelson	201
2nd Grade Teacher	Maureen Surface	203
3rd Grade Teacher	Jayden Brown	215
3rd Grade Teacher	Kristie Kitchen	217
4th Grade Teacher		204
4th Grade Teacher		206
5th Grade Teacher	Joanna Brown	213

5th Grade Teacher	Marissa Reiken	211
6th Grade Teacher	Lane Matthews	214
6th Grade Teacher	Alexandria White	212
ENL Teacher	Rachael Chambers	235
ENL Teacher	Susan Hingle	235
Bilingual Assistant	Jocelynn Gutierrez	235
Art Teacher		226
PE Teacher	Joe Ranallo	Gym
Music Teacher	Addie Hincks	233
STEM Teacher	Pam Berg	228
Media Assistant		library
Interventionist	Liz Riley	202
Primary Life Skills Teacher	Dani Willis	116
Intermediate Life Skills Teacher	Dana Williams	218
Inclusion Teacher	Katie Pellerin	108
Inclusion Teacher	Payton Kessler	108
Inclusion Teacher	Paige Palmer	210
Special Education Team Lead	Betsy Zubia	210
Resource Teacher	Heather Miller	208
Speech-Language Pathologist	Casie Blair-Smith	107



## ATTENDANCE

Attending school every day is an important part of your child's education. A child learns best by consistent reinforcement to the material being taught. Not attending school is related to lower grades and future tendency to drop out. Helping your child attend school every day is a great way parents can support their child in doing his or her best. **It is also the law that all children attend school every day. IPS policy states that after 10 unexcused absences, the school can file criminal charges against the parent for "Failure to Ensure" your child's school attendance.** For our oldest students, truancy charges may be filed. A report to Child Protective Services can also be made following 10 unexcused absences. Excused absences include: illness with a note or call from parent, illness with a note from the doctor, death in the immediate family with note from parent, and absences approved by the principal.

Call the school at (317) 226-4234 ANY TIME your child is absent for ANY REASON. Follow up with a written note sent to the main office. Call the office with any questions regarding absences or the district policy.

### **Eleanor Skillen Elementary School 34 has adopted the IPS attendance policy in its entirety:**

- Students are currently allowed to make up all work when suspended.
- Full credit for make-up work completed shall be allowed for all absences in grades K - 6 with the following exceptions:
  - a. Students on in-school suspension will be required to do make-up work.
  - b. Students who are suspended from school will be required to do the make-up work.
- The parent of any student who incurs 6 unexcused absences within a semester shall be required, along with the student, to attend a conference with the principal or designee. A plan for improved attendance must be developed at this conference.

**Please call in all absences for your child by 9:00 am.**

## MORNING ARRIVAL

Please DO NOT drop off your student and leave him/her unsupervised before school doors open at 8:55. This is a safety hazard, as there is no one to supervise your child prior to the official school opening time.

## DISMISSAL

Afternoon announcements will begin at 3:45, and students will be called down gradually after that time based on their method of transportation.

**\*\*Please note:** Walkers are students who are walking all the way to the door of their home. Students are NOT permitted to be dropped off or picked up down the street to avoid the car rider line. This creates a dangerous situation for students. (For example, if a parent is late to pick up the child, he/she has nowhere to go and is not being supervised.) We work hard to move our car rider line as quickly as possible, and please know that even though it may feel like an inconvenience, this is the safest method for ALL students.

## Car Riders

- **Arrival** - Cars will drop students off in the back of the building at **door 9**. We will have staff there ready to welcome students at 8:55 each morning. If students are tardy to school, parents/guardians will need to walk the students into the front office to sign them in. The students will then receive a pass in order to be admitted into class. Please do not just drop your child off at the curb.

- **Dismissal** - Car riders may be picked up from the **gym doors** at approximately 3:55. Cars may form a line down Wade Street along the south and west sides of the building at 3:45 until dismissal begins. Please do **NOT** line up along Walker or Boyd Streets, and take care not to block neighbor's driveways. No one will be permitted to walk to/from the car rider line. You must stay in your car and drive through the line to pick up your child. **NEW POLICY FOR 23-24:** Adults who pick up through the car rider line will be required to have a car rider number sign posted in their car window. This will not only speed up the dismissal process, but it will ensure that students are being delivered to the correct adults each afternoon. These will be handed out at Back to School Night and throughout the first week of school. If an adult comes through the line without a number, they will be required to come into the building with a photo ID in order to pick up a child.

### **Bus Riders**

- **Arrival** - Buses line up in the front parking lot and students are welcomed into the building through the front entrance at 8:55.
- **Dismissal** - Bus riding students dismiss at 3:55. Buses load and depart from the front parking lot.
- Transportation letters will be mailed to your home with the following information: bus number, bus stop, time of pick up, and time of drop off. Buses are assigned based on seats for the number of regular riders. If you have any questions concerning the bus stops, please call the Transportation Office at (317) 226-4500.
- Please check the schedule to see what time your child's bus begins its route and where your child's stop is on the route. Children are to be waiting for the bus to arrive at the bus stop 10 minutes before their scheduled pick-up time. Buses will only stop at authorized stops. **CAUTION your child against running out to catch the bus after it leaves.** This creates a hazardous situation, especially when children cross in front of the bus or run alongside to catch it or try beating the bus to the next bus stop. When waiting at the bus stop, there should be no horseplay or chasing. A shove or an innocent game of tag can bring tragedy if done at the wrong time. Children must stay out of the street and wait back from the curb for their safety.

### **Walkers**

- **Arrival** - Walkers are welcome to enter the building beginning at 8:55 through the **front entrance**. Students are required to utilize crosswalks and obey all signs/guards at all times while walking to school. Students are NOT to be on school grounds prior to 8:55, as there is no supervision.
- **Dismissal** - Walkers dismiss at 3:55 and exit **Door 4** on the southeast side of the building. Staff will walk students to the end of the parking lot, where they will be dismissed. Parents are not permitted to pick up students at the building and will need to meet students at the parking lot entrance. Students may cross at the crosswalk on Wade or walk along the sidewalk toward Boyd Street and cross at Kelly Street. Staff will assist our students to cross the streets safely.

### **EARLY DISMISSALS**

To pick up your child for appointments during the school day, you must call the office or send the teacher a note. Parents must come into the office to pick up their children. Dismissal will only be from the school office. For the safety of your student, we do not allow you to call in changes to dismissal. **If you have a change in the**



**way your student is leaving school, you will need to send a note or come into the school by 2:00 p.m.** Please avoid picking up your student early unless there is an emergency. Students will not be allowed to dismiss early if it is after 3:30. Parents who come into the office to pick up after 3:30 will be sent to the car rider line. Please be aware that students will always be sent home via their normal transportation method unless we hear from a parent. Students cannot inform teachers of their own transportation changes.

### **STUDENT DISMISSAL AT OTHER THAN REGULAR HOURS/THIRD-PARTY PICKUP**

If you intend for someone other than yourself to pick up your child, please send a signed note to school. Under no circumstances will a child be released to someone other than the legal guardian or his/her designee (by signed statement of legal guardian). The adult who is picking up the child will be required to show photo ID.

**NO STUDENTS MAY LEAVE THE BUILDING WITHOUT THE PERMISSION OF THE PRINCIPAL. NO BUS RIDERS WILL BE PERMITTED TO WALK HOME - FOR ANY REASON.**

### **ADDRESS AND PHONE CHANGES**

If a parent moves after the start of the school year, a parent may request that the student remain in the school in the attendance boundary in which the parent previously had resided for the remainder of that school year. **Under this provision, transportation to and from school shall be the parent/guardian's responsibility.** We ask that you visit the school office to provide updated proof of address if you should move during the school year. You will also be asked to sign an Administrative Transfer form with agreements regarding attendance and student behavior.

If your contact information should change, please call the school office and provide the secretary with a current phone number at which you can be reached. All new numbers must be entered in our online system to provide a successful home-school connection. *It is vital that the school has a way to contact a parent/guardian during the school day!*

### **CHILD CUSTODY**

“Parent” as defined in the Indianapolis Public School Bylaws and Policies (Section 0000 Number 0100) is the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student.

### **STUDENT RECORDS**

- A. Right of Access. A parent of a student or an eligible student has the right to inspect and review such student’s education records maintained by IPS. A parent, or either parent, shall be presumed to have authority to inspect and review the student’s records unless IPS has been provided with written notice that there is a court order that restricts or terminates the parent’s authority to access the student’s records under applicable State statutes governing matters such as divorce, separation, and legal custody.
- B. Manner of Exercising Such Rights. Such rights shall be exercised by presenting a written request to the office of the Superintendent or the principal of the school which the student attends. The request shall specify the specific records which the parent or eligible student wish to examine. In the event that the exact records as described in the request cannot be identified the appropriate school official will immediately contact the parent or eligible student by letter or

otherwise, to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the appropriate school official and the parent or eligible student, but in no event shall be more than forty-five (45) days after receipt of the written request. A school official shall be present during any such inspection to assist in the interpretation of the records where they reasonably require any professional interpretation. The parent(s) must submit sufficient proof of his/her identity to the school official before inspection of a student's records shall be permitted.

## **STUDENT ILLNESS**

Eleanor Skillen hosts a school-based Shalom Health Care Clinic. The clinic has a full-time nurse practitioner available to your child. Our nurse can diagnose, treat, and complete athletic physicals. Students must have a completed form on file and parent permission to be seen by the school nurse. The clinic is free to you. Shalom will bill and collect from Medicaid and other third party health insurances.

If your child should become ill or involved in an accident while at school, we have a nurse practitioner in our building to assess the situation. If a child is sent to the clinic for an accident or illness and is unable to return to class, parents will be called and arrangements will be made for transportation home. If your child has a temperature greater than 99.9 degrees, signs of diarrhea, or other communicable disease, then he/she will be sent home. Students may not remain in the clinic for extended periods of time. Please do not send your child to school if you believe that he/she may be sick. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred to the appropriate personnel for such medical attention as may be needed.

## **MEDICATION**

Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see school nurse for medication forms to be signed by the parent). **If this form is not on file for the child, we are not permitted to administer the medication.** This document shall be kept on file and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. All medication must stay in the office and may not be taken to the classroom.

## **INCLEMENT WEATHER**

Since weather conditions can play a part in school safety, you will want to make sure you have access to accurate information. In the event of severe/inclement weather conditions stay tuned to local radio and television stations, as well as social media by following Indianapolis Public Schools on Facebook, Instagram and Twitter. IPS Transportation can be followed on Twitter @IPSBuses for real time information concerning late buses. Please be sure to use these media outlets for up to date information on closings, delays, and bus information.

Students will continue to have outdoor recess during the winter months unless it is exceptionally cold or wet. Students should come to school dressed for the weather.

## **VISITORS/VOLUNTEERS**

Remember that a visit to school is not a time for a conversation about your child, as this interrupts instruction. Please arrange a conference for this purpose. Cooperation between the school and parents enhances education. We hope that you will take the opportunity to visit our school many times during the school year. For the safety of our children, visitors **must** stop at the office before going to classrooms or touring the building. **Visitors must sign the visitor's register in the school office BEFORE going to the classroom, and sign out after visiting the classroom.** After student arrival, all doors are locked. Access to the building may be gained by ringing the bell for entrance at the **front doors only** and showing picture ID. This is a necessary precaution to protect students from intruders. In order to best preserve the educational environment for all students, we request that visitors to the classroom arrange to do so with the teacher in advance. All classrooms have a dedicated location for visitors to sit while observing or assisting. Expectations and guidelines for classroom visitation and volunteers are outlined below. **ONLY APPROVED VOLUNTEERS, WHO HAVE ARRANGED A VISIT WITH ADMINISTRATION OR TEACHERS, WILL BE ALLOWED IN THE SCHOOL DURING THE SCHOOL DAY. Due to student safety, parents must drop their child off at the entrance of the building.**

Any visitor or volunteer to the classroom must complete an annual background check and be on the "Approved Volunteer List". This form is found at [myips.org](http://myips.org) or our school website. It is a free process and usually takes one to two weeks for it to be processed. You may call the school office to find out if your request has been approved or not. This process must be done every school year even if you were approved the previous year. **NO EXCEPTIONS!**

## **VOLUNTEERS AND CLASSROOM VISITATION**

- You must apply and be approved through the district to be a volunteer or field trip chaperone. See our administrative assistant for assistance.
- All volunteering needs to be pre-arranged with the teacher or administration.
- Enter the class quietly and sit in the designated visitor area.
- Do not talk to the teacher or students unless the teacher begins the conversation.
- Cell phones and other electronic devices need to be silenced and out of student view. Taking photos or videos inside the school is strictly prohibited.
- No siblings or other children may accompany parents into the classroom.
- No food, drink, or chewing gum is allowed in the classroom.
- Parents must follow the same classroom rules and procedures as the students.
- If there is a concern, please make an appointment to discuss it with the teacher at a later time.

## **AFTER SCHOOL EVENTS/ATHLETICS**

Students will NOT be permitted to attend any after school event, including athletic games on and off site, without the supervision of a parent/guardian.

## **DRESS CODE**

All students in K – 6<sup>th</sup> grade attending Eleanor Skillen Elementary School 34 are required to wear uniforms. The uniform policy has been slightly modified, and appropriate clothing choices include:

- Any solid color shirts, with or without collars. Shirt is to be tucked into pants at all times. Students may also wear Eleanor Skillen shirts.

- Any solid color pants--no denim/jeans. Pants must be fastened at the waist and worn above the hip with shirts tucked in. Leggings and yoga pants are not permitted (unless worn underneath a skirt or dress). Ripped or torn pants are not permitted, and all shorts/skirts/dresses must come to the fingertips when arms are down by the side.
- Solid color sweaters or sweatshirts. Hoodies are permitted, but the hood cannot be worn inside.
- Logos on shirts and sweaters cannot be larger than 1" x 1 ½".
- Shoes must be closed toe. No Crocs are allowed due to recess and PE safety.

For complete details about the IPS Student Dress Code, please visit [www.myips.org](http://www.myips.org)



## PERSONAL PROPERTY

Students should bring only school-related materials from home. Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports, and projects.

Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g. iPods, hand held video games, pagers, cameras, laser pointers, various types of remote controls etc.) and other devices designed to receive and send an electronic signal during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (*not just placed in vibrate or silent mode*) during the school day. In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event.

Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Should these items be heard, found, or seen being used in any manner unauthorized by a teacher, they will be confiscated and sent to the office to await parent pick-up. **At no time will the school assume responsibility for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other personal property/items brought onto the school property. DURING BUS TRANSPORTATION, THIS POLICY APPLIES TO CELL PHONES, PAGERS, CAMERAS, AND LASER POINTERS.**

Skateboards and skates may not be used/worn on school property. This includes shoes with wheels/"Heelies".

## PARTIES, BIRTHDAYS, AND OTHER CELEBRATIONS

Birthdays will be celebrated with a special announcement, birthday pencil, and/or other small celebrations planned by the teacher. Students will not be permitted to bring in treats, balloons, or other items for their birthdays. Should the teacher ask parents to donate food of any kind for classroom events, it should be pre-packaged. Food prepared in the home will not be served for any reason.

Parents whose religious practices and beliefs preclude their children from taking part in activities, class parties, health instruction, the Pledge of Allegiance, or other school activities should notify the teacher in writing. A

conference prior to the beginning of the school will assist the teacher in making classroom accommodations to prevent infringement on a family's religious beliefs.

## **FIELD TRIPS**

Field trips are an integral part of a child's educational growth. Students have an opportunity to learn through a variety of experiences in the Indianapolis area. Students must have signed permission slips for all field trips. No phone permissions will be accepted. To avoid your child missing an opportunity to be part of an excursion, please be sure to sign and return the permission slip on time.

## **LOST AND FOUND ITEMS**

Please label personal articles with student's names. If an item is lost, check the school's Lost and Found.

## **CAFETERIA INFORMATION**

### **PRICES**

All students are eligible for free breakfast and lunch. If your child chooses to bring lunch, but would like milk, the cost is \$.40 each day.

Adult Prices: Breakfast = \$2.50, Lunch = \$4.00

### **PACKING LUNCHES**

Students may bring their lunches, but may not bring snacks unless directed to do so by the teacher. Please send items that do not need to be kept cold or need heated. We emphasize good nutritional habits at School #34. Students are not allowed to bring gum, candy, large bags of chips, or carbonated beverages to school (soda or energy drinks).

### **LUNCH VISITATION**

If you are on the approved volunteer list, you are welcome to join your child for lunch during his/her regularly scheduled lunch period. No outside food (with the exception of student sack lunch brought from home) is permitted in the cafeteria during student lunch period. If permitted by the principal, parents/visitors/guests may bring in an outside student meal on a pre-approved special occasion. This meal must be eaten in the designated area. Other expectations may be defined by the administrator on a case-by-case basis.

## **ACADEMIC AND SOCIAL ACHIEVEMENT**

### **INTERIM REPORTS AND REPORT CARDS**

You will receive formal updates on your students' progress towards their grade level standards every four and a half weeks through report cards and interim reports. Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. He/she will have homework on a regular basis that you should monitor. All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students.

**Students who receive a D or F in math or reading face possible retention.**

The IPS grading scale is:

## Grading Scale for Grades 1-6:

Letter Grade	Percent Range
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Kindergarten students will be assigned progress levels towards mastery of the Indiana College and Career Ready Standards. The scale is listed below:

Progress Level	Definition
O	Outstanding Progress
S	Satisfactory Progress
I	Improving Progress
U	Unsatisfactory Progress

## CONFERENCES

Monitoring your child's progress throughout the school year is perhaps one of the most important elements contributing to your child's success at school. Not only should this be done through the monitoring of homework and discussing your child's school day with him/her, but also you should develop a close line of communication with your child's teacher through parent - teacher conferences. Feel free to contact the school at (317) 226-4265 to arrange conferences as needed. We prefer that you call the school to arrange a time to visit with your child's teacher or the principal.

## HONOR ROLL

It is important that our students receive the recognition they deserve when they perform academically. We will have two Honor Roll recognition categories students can achieve this school year:

- "A" Honor Roll = KG students achieve all "O" on their report card; grades 1-6 students achieve all "A" on their report card
- "A/B" Honor Roll = K students achieve any combination of "O" and "S" on their report card; grades 1-6 students achieve any combination of "A" and "B" on their report card

At the conclusion of each grading cycle, students who have achieved honor roll, citizenship, perfect attendance, and/or other academic honors will be celebrated during an honors celebration. Parents will be informed of these celebrations, and are welcome to attend.

## **STUDY HABITS & HOMEWORK**

Homework is an extension of the classroom. Homework may be the continuation of incomplete classroom assignments, or it may involve an enrichment activity designed to extend the learning of the student. Homework should be completed by the student and returned to school the following day. Specific homework policies for each grade level will be discussed by your child's homeroom teacher. As a general rule of thumb, a child should spend approximately 10 min. per night, per grade level on homework. (ie. a 3<sup>rd</sup> Grade student should spend approximately 30 min. per night on homework) **The most important thing you can do at home to help your child is READ!**

We have found that poor homework habits contribute to lower grades for students. We most often find that this occurs in the fourth, fifth, and sixth grades. You can help to monitor your child during homework time and help your child be responsible for his/her education. It will also keep you informed of the subject matter that your child is studying. Our hope is that you will support us in this endeavor. We want to do everything possible to ensure that students in these grades develop habits that will help them in the middle school and high school grades.

## **SPECIAL SERVICES**

Eleanor Skillen Elementary offers a host of student support services:

*MTSS (Multi-Tiered System of Support)* – A school-based support team which determines interventions and supports for students who are considered at-risk for academics or behaviors

*Small Reading Groups* – Small group reading instruction (5-6 students) provided to all students. The reading groups are based on reading skills and are designed to meet students' exact reading needs so that children see maximum growth potential.

*Social Worker* - Our school social workers, Ms. Whaley and Ms. Poling, provide many resources to families and students. They offer community resources, crisis intervention, wrap-around service support, and family support for those in need.

*Community Health* – Community is a behavioral health counseling service who can provide services to children and families in need. The counseling services can be for grief, divorce support, anxiety, depression, ADHD, or a host of other supports.

*High Ability Programming* – The Indianapolis Public Schools offer a wide array of supports for High Ability Students. If you believe your child is eligible for High Ability Services, please speak to the main office for additional information.

*Special Education Services* – Eleanor Skillen has numerous supports for students with disabilities. We have several special education teachers on staff, along with a speech & language pathologist, occupational therapist, and physical therapist. We host two special programs--Developmental PreK and Life Skills. If you would like additional information on special education services, please contact the main office.

## **NOTICE OF NON-DISCRIMINATION**

Indianapolis Public Schools does not discriminate on the basis of race, religion, color, creed, national origin, sex, disability, age, or sexual orientation in its programs and activities. For inquiries regarding the non-discrimination policy, contact the Human Resources Division, 120 E. Walnut St., Indianapolis, IN 46204, (317) 226-4150.

## **SECTION 504**

For all inquiries regarding Section 504 compliance, contact the Office of Special Education, 120 E. Walnut St., Room 602D, Indianapolis, IN 46204, (317) 226-4406, or the Human Resources Division, (317) 226-4150.

## **TITLE IX POLICY**

### **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.

### **Title IX Coordinator**

IPS' Title IX Coordinator, who is responsible for IPS' compliance with Title IX and directs the investigation of complaints may be reached at: Title IX Coordinator 120 E. Walnut St., Room 602B. Indianapolis, IN 46204, (317) 226-3870,

### **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 the parent has been notified by a student of sex discrimination or harassment. 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 found to be 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.

### **USE OF TOBACCO POLICY**

Please be aware of the policy prohibiting the use of tobacco on property owned or leased by the IPS at all times. **This includes personal vehicles while they on IPS property.** The Board recognizes the health hazard presented to students and staff and is working to insure the safety of our students. Everyone on School #34 property is expected to comply with this policy at all times.

### **ANIMAL POLICY**

Animals are not allowed on school property, in the building, or at school events with the exception of certified therapy animals for documented medical purposes. All animals should be kept off school property for safety reasons.

### **SCHOOL SAFETY**

#### **EMERGENCY AND CRISIS PLANNING**

In accordance with the state law, all schools conduct fire drills, severe weather and lock down drills. These drills prepare students and staff to act without panic and to protect them from danger in the event of a disaster. Fire and security drills are held monthly. Posted escape routes and emergency stations are found in each room. Children must move quickly and quietly and follow the directions of the teacher in charge.

During these drills, teachers lead students to designated areas and take a count of students to ensure that all are safe. Students should remain quiet, calm and orderly at all times in order to listen for emergency directions if necessary. Returning to regular classroom procedures is accomplished with the same orderliness.

Eleanor Skillen Elementary staff and students will practice our responses to various scenarios throughout the year, including:

- Fire Drills- once a month
- Tornado Drills- twice a year
- Lockdown Drills- twice a year

We reserve the right to practice these drills more frequently as needed to ensure all students and staff know what to do in the case of an actual occurrence. It is important that students follow all the rules of the emergency responses to keep them safe. Please reinforce this with your child throughout the year.

#### **INCLEMENT WEATHER PLAN**

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. minimum disruption to the educational program occurs;

- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to in accordance with the plan for emergency preparedness.

In the event of inclement weather, the following practices will occur:

- A. Snow, Cold Weather, Icy Roads – School Messenger will be utilized to notify all stakeholders of delays or cancellations. In the event of a two-hour delay, students will be counted tardy after 11:15 a.m. The school building will open at 10:55 a.m. on two-hour delay days.
- B. Cold Weather – Children will go outside for recess unless the temperature is below 10 degrees Fahrenheit. This includes actual temperature or wind chill. Please send your child in appropriate attire during cold weather months

## **STUDENT BEHAVIOR**

### **BUS SAFETY & CONDUCT**

Transportation is a privilege, not a right. Indianapolis Public Schools provides transportation as a service to students who comply with all bus safety rules and regulations. A student’s eligibility to ride the school bus may be suspended for infractions of any policy regarding student bus conduct. Based on the seriousness of the violation and number of violations, disciplinary measures may range from verbal reprimand to recommendation of suspension of bus privileges. Bus suspensions DO NOT excuse the student from school attendance. During the period of suspension, it is the responsibility of the parent/guardian to provide transportation to and from school.

Your child must understand that safety comes first! It is the job of the bus driver and monitor to make sure that all students arrive at school and home safely. In order to make this possible, students must follow the rules set forth by the bus driver and adhere to all school/district policies (IPS Board Resolution No. 7154) concerning student bus conduct.

### **SCHOOL BEHAVIOR AND MISCONDUCT**

The use of discipline in our school is designed to change the behavior of students if rules are not followed. Our goal is to help our students learn from their mistakes in order to support them in their growth as an Eleanor Skillen Wildcat. If a student is given consequences for not following school rules such as detention, ISS or OSS - Restorative practices will take place. Restorative practices will include: thinking sheets, additional assignments to be completed at home with the help of a parent/guardian, reinstatement meetings, and making amends with those individuals involved. Parent participation with school discipline is crucial to the success of changing behaviors. Parents/guardians will be notified by teachers/administration and included in this support process. Students will not be allowed to re-enter the classroom without having the opportunity to learn from his/her mistake and make the situation right, for all of those involved. In addition to previous discipline practices, we have After School Detention as a way to help promote improvement in behavior for our students. This will take place after school from 4:00 to 4:30pm on designated days in the Office or Media Center. Parents will be notified prior to the detention to help with planning for student pick up. The program will be monitored and assigned by administration or designee.

In our efforts to create and sustain a school-wide culture that is respectful, collaborative and positive, we must

understand that we all play an important role in the process. In making sure that your child receives the very best education in the very best setting, we ask that you join us in assuring your child's success by supporting our actions and instructional program. Contact your child's teacher to find out what you can do to increase your child's achievement at Eleanor Skillen School 34. We look forward to partnering with you!

## **VIOLENT THREATS/ACTS AND WEAPONS AND ILLEGAL SUBSTANCES**

In today's society of violence in schools and in order to keep our students safe, we take all threats seriously. If a student verbalizes or demonstrates a violent threat or act, the student is removed from other students immediately. Additionally, parents/guardians and IPS Police are notified.

If a student brings a weapon or illegal substances onto school grounds, the items will be confiscated and the student will be removed from other students immediately. Parents/guardians will be notified, and the item will be turned over to IPS Police. Students who make violent threats/bring weapons or illegal substances will be put on suspension from school until a threat assessment/police report is completed by IPS Police. In both of these situations, administration will follow the IPS Student Code of Conduct for disciplinary action which can include: behavior contract, further suspension, or expulsion from Eleanor Skillen.

For a more detailed description of disciplinary consequences visit the Student Code of Conduct at [www.myips.org](http://www.myips.org).

## **PBIS SCHOOL-WIDE EXPECTATIONS**

Maintaining a positive environment for students to learn is very important. Throughout the year, the school-wide expectations are introduced to all students. Each student will understand the expectations for every process in our school. These will be reviewed throughout the school year with an emphasis on being safe, respectful, and responsible. Please discuss the importance of these expectations with your child(ren). Also, in order to remind students about the importance of being safe, respectful and responsible, the entire building recites the school pledge each morning during morning announcements: **As a School #34 Wildcat, I pledge to be a safe, responsible, and respectful scholar.**

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Arrival Expectations</b>	<ul style="list-style-type: none"> <li>-Watch for all vehicles when approaching the building</li> <li>-Walk straight into the building</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Go promptly to the cafeteria or class upon entering the building</li> <li>-Come to school ready to learn with your device and all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>-Come to school with a positive attitude</li> <li>-Say good morning</li> <li>-Voice level 2</li> </ul>
<b>Bus Expectations</b>	<ul style="list-style-type: none"> <li>-Wait peacefully and safely at the bus stop</li> <li>-Keep your body and belongings inside the bus and face forward</li> <li>-Remain seated</li> <li>-Face belongings out of the aisle</li> </ul>	<ul style="list-style-type: none"> <li>-Obey all bus rules and driver's expectations</li> <li>-Be on time</li> <li>-Use good manners-- say please, thank you, excuse me</li> <li>-Clean up after yourself</li> <li>-Report damages to the bus driver immediately</li> <li>-Go to your destination right after exiting the bus</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 2</li> <li>-Talk about appropriate topics</li> <li>-Follow directions from the bus driver immediately</li> </ul>
<b>Bus Dismissal Expectations</b>	<ul style="list-style-type: none"> <li>-Stay in line</li> <li>-Get on your bus when instructions are provided to do so.</li> <li>-Stay on the sidewalk when walking towards the bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be ready when the bell rings</li> <li>-Walk in a line in the hallway and outside</li> <li>-Level 0 voice in hallway</li> </ul>	<ul style="list-style-type: none"> <li>-Wait in hallway near door #4 at a voice level 1</li> <li>-Leave others' property alone</li> <li>-Keep personal space</li> <li>-Listen and follow directions</li> </ul>

<b>Car Dismissal Expectations</b>	-Leave the gym only when your name is called	-Walk in a line in the hallway -Level 0 voice in the gym and hallway -Sit quietly in grade level line -Listen for your name -Be ready when the bell rings--keep belongings in your backpack	-Leave others' property alone -Keep personal space -Follow directions
<b>Walker Expectations</b>	-Leave the school when you are dismissed -Watch for traffic -Follow all staff directions	-Walk in a line in the hallway -Level 0 voice in hallway while waiting -Line up prior to dismissal in the Pre-K Playground -Listen for directions -Be ready to go when dismissed	-Leave others' property alone -Keep personal space -Follow directions
<b>Hallway Expectations</b>	-Single file line -Stay to the right -Voice level 0 -Walking feet -Face front -Hands to yourself	-Make sure you have a pass -Go directly to your destination -Keep the school clean	-Voice level 0 -Keep personal space -Leave property alone -Greet others with a friendly wave or thumbs up
<b>Restroom Expectations</b>	-Wash hands with soap and water -Clean up any water spills	-Think 2: 2 pumps, 2 towels, 2 minutes -Flush -Report problems -Keep area clean -Clean up any messes	-Respect others' privacy -Voice level 0 -Respect property -Use restroom quickly to allow classmates a chance to go
<b>Cafeteria Expectations</b>	-Walking feet -Eat your own food -Sit at assigned table -Leave only with permission	-Eat your lunch -Raise your hand for help -Keep your area clean	-Clean up after yourself -Wait in line quietly -Follow directions -Voice level 0 in line and when directions are being given -Voice level 2 while eating
<b>Playground Expectations</b>	-Play only where you are told -Safe hands and feet -Walking feet coming in and out -Use equipment properly -Leave mulch on the ground	-Play only where you are told -Safe hands and feet -Walking feet coming in and out -Use equipment properly -Leave mulch on the ground	-Come into building at level 0 -Take turns and share -Show good sportsmanship -Be kind and include others -Follow adult directions the first time
<b>Office Expectations</b>	-Hands and feet to yourself	-Come with a pass -Only remove materials from drawers when given permission	-Come in quietly -Wait your turn -Follow directions -Be polite to guests -Stay in the guest area--respect Ms. Nancy's space behind the desk
<b>Media Expectations</b>	-Walk -Hands and feet to yourself	-Listen to instructions -Level 1 -Take care of books and materials -Return books on time	-Be courteous -Raise your hand
<b>Assembly Expectations</b>	-Stay with your teacher in your assigned space -Walking feet when entering/exiting	-Be a positive audience member	-Keep personal space -Listen quietly -Sit down so others can see over you -Follow assigned voice level

<b>Classroom Expectations</b>	<ul style="list-style-type: none"> <li>-Stay in assigned area of room</li> <li>-Hands and feet to yourself</li> <li>-Only leave the room with permission</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your area clean</li> <li>-Keep your materials organized</li> <li>-Come prepared with learning materials</li> <li>-Participate in class</li> <li>-Complete all work on time</li> <li>-Do your personal best on all assignments</li> </ul>	<ul style="list-style-type: none"> <li>-Follow assigned voice level</li> <li>-Treat others with kindness and respect</li> <li>-Maintain personal space</li> <li>-Be an active listener</li> </ul>

## **ANTI-BULLYING**

Please be sure to note the following IPS policy against bullying:

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Policy No. 5517.01

### **ANTI-BULLYING: School Board Policy 5517.01**

The administration of Indianapolis Public schools is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, disability/handicap, sexual orientation, ancestry or gender (including gender identity) expression, and appearance. The District expects all students and staff to treat each other with civility and respect. The District will not tolerate acts of bullying and harassment.

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 environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a 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".

## **SCHOOL PROPERTY**

Students are responsible for the proper care of all books, equipment, and furniture supplied by the school.

Damage or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system. Students shall not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument. Students shall not tamper with fire alarms, fire extinguishers or any electrical systems. Any student who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to school administration.



## Eleanor Skillen School #34

### *2023 - 2024 Student Handbook Verification of Receipt*

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

My signature below signifies that I am committed to student success. Moreover, I have read and understand the policies, procedures, and expectations of the Indianapolis Public Schools and Eleanor Skillen School 34 as stated in the Student/Family Handbook.

In addition, I will:

- Complete all homework daily and will put forth my full effort on all assignments
- Ensure a safe school environment by regulating my own behavior, and will treat others with respect
- Come to school ready to learn, and ready to receive information from my teachers

I acknowledge I have read and understand all policies and procedures under the Student/Family Handbook. I understand that failure to meet any or all of these expectations set forth in this document may result in disciplinary action.

Printed Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PHOTO RELEASE

\_\_\_\_\_ Please initial here if you **DO NOT** wish for your child to be photographed at school.

\_\_\_\_\_ Please initial here if you **DO NOT** allow your child's photograph to appear on any of our Eleanor Skillen social media pages. Please note, we never post student names with photos. These social media pages are run by school administrators or designees.



## **Eleanor Skillen School #34** *2023 - 2024 Student Handbook*

Please scan the QR code below *or* go to  
<https://tinyurl.com/v5nyfjw>  
to view this year's student handbook.



Send the attached verification form back to school to indicate that you and your child have read and agree to the policies and procedures listed in the handbook.

*\*If you would like a paper copy of the handbook to keep at home, please let the office know.\**