# IPS Parent Handbook

## Elementary School

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Parents, Caregivers & Guardians:

Welcome to the 2019-2020 school year at James Russell Lowell! Our staff is excited for a new year and the many exciting opportunities and challenges that can bring. We look forward to building on last year’s many successes and expect many more in the new school year.

While there are many things that we can do as a staff to help your student be successful, we need your help and support to truly see your child grow and succeed. We want to work with you to make this a successful partnership for the benefit of our children. You can help your child be successful each day and help us support them by doing the following things:

1. Make sure your child is at school ready to learn: Rested, On Time, and In Uniform.

2. Keep open lines of communication with your teacher: Things will come up, but make sure that we are aware of what is going on at home and we will do the same. WE ARE A TEAM!

3. Participate at James Russell Lowell - Attend school events; parent nights, sporting events, musical performances and look into being a volunteer. If you are here, your child KNOWS school is important.

We want James Russell Lowell to be a source of pride for our students, teachers, families, and community. Help us “RESTORE THE ROAR” at our school and make the kind of neighborhood school that every student deserves!

We look forward to an amazing year at James Russell Lowell, if you ever have any questions, please contact your classroom teacher; if I can help you, I can be reached at 317-226-4251 or email me at lumbleyw@myips.org.

Sincerely,

W. Patrick Lumbley
Principal
Indianapolis Public Schools
Culture Imperatives

1. Children come first.

2. All employees are accountable for student achievement that meets or exceeds state standards.

3. All employees will demonstrate professionalism and integrity.

4. Student success is the only option.

5. Potential is discovered and nurtured.

6. Academic rigor is the norm.

7. Communication is clear, open and timely.

8. Students, parents, families and community members are essential partners.

9. Diversity is valued as demonstrated by culturally competent practices.

10. Facilities are safe, clean, secure and inviting.

MISSION
The mission of James Russell Lowell is to provide a safe and nurturing school where students, families, and staff are committed to achieving excellence.

VISION
Success today, leaders tomorrow.
SCHOOL OVERVIEW

JRL 51, was named after a famous British poet, critic, and diplomat from the mid-1800s. The original building was constructed in 1900, as a part of the Martindale Brightwood Neighborhood expansion on Indianapolis’s near east side. JRL 51 was then rebuilt in 2006, due to deterioration of the old building. Despite this deterioration, the old building has been kept alive by transplanting many of its architectural features into the new building’s library and cafeteria and gym.

JRL 51 is a Community School, which means it is central to the neighborhood and strives to ensure families and community members have access to a variety of supports, including housing, food, and education. JRL 51 currently has a variety of programs to help the success of its students as well. Programs including Boy Scouts, Girl Scouts, Soccer, Basketball, Hip Hop Dance, Cheerleading, Girls Inc., Evolve, and Girls Talk. JRL 51 is also an ESL (English as a Second Language) school, which supports students whose primary language is not English. Because of this program, these students are able to learn and grow along with all the other students. In addition to our ESL program, JRL 51 supports children with severe disabilities. The building is equipped with two life skills classrooms, each of which has two classroom assistants. JRL 51 is proud of its heritage and hopes to continue to bring health and well-being to all students, families, and community members.

TIGER PLEDGE

I am responsible. I am safe. I am respectful, and I will do my personal best as a James Russell Lowell Tiger.
<table>
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<tr>
<th>Title</th>
<th>Staff Member</th>
<th>Room #</th>
<th>Instructional Assistants</th>
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<tr>
<td>Preschool</td>
<td>Jennifer Warren</td>
<td>150</td>
<td>Tiffany Franklin, Wendie Tallent</td>
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<tr>
<td>Kindergarten</td>
<td>Corrine Stevens</td>
<td>152</td>
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<td>Kindergarten</td>
<td>Clarissa Zingraf</td>
<td>148</td>
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<tr>
<td>First Grade (K and 1 MCL)</td>
<td>Missy Mullins</td>
<td>103</td>
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<tr>
<td>First Grade</td>
<td>Kathleen Rieger</td>
<td>102</td>
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</tr>
<tr>
<td>Second Grade</td>
<td>Sharon Huddie</td>
<td>105</td>
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<tr>
<td>Second Grade</td>
<td>Holly Harding</td>
<td>104</td>
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<tr>
<td>Third Grade (2/3 MCL)</td>
<td>Michille LeMaster</td>
<td>208</td>
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<tr>
<td>Third Grade</td>
<td>Lisa Norwood</td>
<td>206</td>
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<tr>
<td>Fourth Grade</td>
<td>Jordyn Byers</td>
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<tr>
<td>Fourth Grade</td>
<td>Dan Jenkins</td>
<td>203</td>
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<tr>
<td>Fifth Grade (4/5 MCL)</td>
<td>Katherine Nicholson</td>
<td>202</td>
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<td>Fifth Grade</td>
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<tr>
<td>Sixth Grade</td>
<td>Deborah Broyer</td>
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<tr>
<td>Sixth Grade</td>
<td>Katy Larson</td>
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<tr>
<td>Sixth Grade (6th MCL)</td>
<td>Melanie Hargreaves</td>
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<td>MTSS Coordinator</td>
<td>Lindsay Hamilton</td>
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<td>Special Education Primary (MCL)</td>
<td>Betsy Zubia</td>
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<tr>
<td>Special Education Secondary</td>
<td>Kim Sutton</td>
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<td>Culture and Climate Specialist (Dean)</td>
<td>Weston Bonezak</td>
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<td>ESL K-3</td>
<td>Emily McGrath</td>
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<td>ESL 4-6</td>
<td>Katie Gilbert</td>
<td>106</td>
<td>Nelida Torres</td>
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<td>Special Education Life Skills Classroom</td>
<td>Diantha Clark</td>
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<td>Kathleen Briley, Gerald Clemmons, Franke Leach, Abayomi Adeoye,</td>
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<td>Lead Special Education Specialist</td>
<td>Shane Keller</td>
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<td>Social Worker</td>
<td>Hannah Inabnitt</td>
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<td>Art</td>
<td>Lester Hamilton</td>
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<td>Music</td>
<td>Timothy Beaty</td>
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<td>PE</td>
<td>Joyce Bralock</td>
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<tr>
<td>Behavioral Specialist</td>
<td>Anna Frink</td>
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<td>Behavior Facilitator</td>
<td>Crystal Mitchell</td>
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<tr>
<td>Nurse</td>
<td>Leanne Carpenter</td>
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<td>Parent Involvement Educator</td>
<td>Latia Jointer</td>
<td>112/301</td>
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<tr>
<td>Head Custodian</td>
<td>Glendon Smith</td>
<td>147</td>
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<tr>
<td>Custodian</td>
<td>Michael Hinkle</td>
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<tr>
<td>Custodian</td>
<td>Vicky Johnson</td>
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<tr>
<td>Admin. Assistant</td>
<td>Stacey Graham</td>
<td>300</td>
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<td>Food Service</td>
<td>Pamela Duke</td>
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<td>Midtown</td>
<td>Konnor Speicher</td>
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<td>Speech Therapist</td>
<td>Emily Chamberlain</td>
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<td>Assistant Principal</td>
<td>Jessica Barnes</td>
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<td>Principal</td>
<td>Patrick Lumbley</td>
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<td>Psychologist</td>
<td>Caitlyn Farris</td>
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<td>Occupational Therapist</td>
<td>Maggie Sall</td>
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<td>Tiffany Bowman</td>
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<td>Reach Associate</td>
<td>Phillip Marasco</td>
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<td>Food Pantry</td>
<td>Latia Jointer</td>
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DISTRICT CALENDAR FOR 2019-2020

Monday, August 5 - First Day

September 2, 2019 - Labor Day - No School

September 3, 2019 - No school for students, Professional Development Day

September 25, 2019 - Parents In Touch Day - No students

**Fall Break**— Monday, October 14, 2019 – Friday, October 18, 2019. **Students return to school Monday, October 21, 2019.**

November 27-29, 2019 - Thanksgiving Break - No School

**Winter Break**— Friday, December 20, 2019 – Friday, January 3, 2020. **Students return to school Monday, January 6, 2020.**

January 20, 2020 - Martin Luther King Day - No School

January 21, 2020 - No school for students, Professional Development Day for all instructional personnel

February 17, 2020 - Presidents' Day - No School

March 4, 2020 - Parents In Touch Day - No students

March 23, 2020 – March 27, 2020 - Spring Break/Snow make-up days if needed

**Spring Break**—

Monday, March 30, 2020 - Friday, April 3, 2020. **Students return to school Monday, April 6, 2020**

April 17, 2020 - Teacher Work Day. No School for Students

May 22, 2020 - No School (Snow make-up day)

May 25, 2020 - Memorial Day-No School

June 4, 2020 - LAST DAY FOR STUDENTS (full day)

June 8-26, 2020 - Summer School Session
SCHOOL POLICIES

SCHOOL DAY
Our School Day is from 9:00-3:50. Students are tardy at 9:20.

LUNCH SCHEDULES
Preschool  11:30 eat in the classroom
Kindergarten  11:30-12:00
First Grade  11:45-12:15
Second Grade  12:00-12:30
Third Grade  12:15-12:45
Fourth Grade  12:30-1:00
Fifth Grade  12:45-1:15
Sixth Grade  1:00-1:30

RECESS SCHEDULES
Kindergarten  12:30-1:00
First Grade  12:15-12:45
Second Grade  12:30-1:00
Third Grade  12:45-1:15
Fourth Grade  1:00-1:30
Fifth Grade  1:15-1:45
Sixth Grade  1:30-2:00

ATTENDANCE
Attendance: Help us reach our goal of 98%
Indiana State law requires children to attend school on a regular basis. Good attendance is very important. If your child is sick, please send a note in when your child returns. For an absence to be legally excused, it must be for one of the following reasons:
* Working at the polls on Election Day.
* Duty as a page or assistant in the Indiana Legislature.
* Documented personal illness (medical concerns/emergencies).
* Death or loss in the immediate family.
* Subpoenaed as a witness at court (documented).
* Personal tragedy (administratively approved).
* Health facilities verification note.
* Juvenile or Criminal Justice System detention.

NOTE: Family vacations are not excused absences.

Those students who maintain perfect attendance will participate in celebrations throughout the school year. Perfect attendance means the child is not tardy from school as well. Being on time to class is also important. Students are to be in their seats and ready to learn at 9:20 a.m. Those students arriving after 9:20 a.m. are required to sign-in at the office and receive a tardy pass before going to class.
The social worker will closely monitor the attendance of students. The parent of any student who has 3 unexcused absences will be contacted by a staff member. If absences continue, the principal will become involved in the matter. Further unexcused absences could result in principal conferences, an attendance contract, a referral to court for Failure to Ensure, and/or a Referral to Child Protective Services.

ARRIVAL PROCEDURES
Students may enter the building at 9:00. They may go directly to breakfast. Kindergarten students will remain in the cafeteria to eat. First, second, third, fourth, fifth, and sixth grade students will get their food and carry it to their classroom to eat.

Car riders enter Door 10
K-2nd Grade Bus riders enter Door 15
3rd – 6th Grade Bus riders enter Door 16
Walkers enter Door 12

STUDENTS SHOULD NOT ARRIVE BEFORE 9:00 A.M.

DISMISSAL PROCEDURES
- Dismissal begins at 3:50pm
- Car riders dismiss to the gymnasium and exit through Door 10
- Walkers dismiss from door 12 at 4:05
- Bus riders dismiss with their class and teacher from Door 15 and Door 16
- Car riders will get a number. You will need to place that number in the vehicle that will be picking the student up. If you need additional number cards, please ask the staff member on duty. All parents bringing and picking up students will get a letter explaining the procedures in the morning and afternoon.
- Students are not permitted to ride bicycles, scooters, skateboards, rollerblades or similar items to or from school. Please do not pick students up from the office during dismissal between 3:30-4:05.

EARLY DISMISSAL
Students will only be released from the office to a parent or guardian whose name is on file. The parent or guardian must have a valid picture ID and sign the student out. Please schedule all appointments outside of the school day as often as possible. Due to the importance of every instructional minute and for the safety of our students, students will not be dismissed after 3:30 PM.

TRANSPORTATION CHANGES
All changes in your child’s transportation arrangements must be made in writing and given to the office staff; otherwise, your child must follow the regular transportation routine. In the case of an emergency, please call 317-226-4251 as soon as possible.
ADDRESS AND PHONE NUMBER CHANGES

Please report all updated phone numbers to the school office as soon as possible. In order to change an address you must bring in proof of residency (lease, mortgage, or utility bill) to the office. Once a copy has been made of this documentation the official residency change will be made in the computer. If your phone number changes, please come into the office and fill out a form so we can update our system.

CHILD CUSTODY AND STUDENT RECORDS

Student safety is our number one priority here at James Russell Lowell Elementary School. We will only release students and student information to the custodial parent and those authorized by the custodial parent on the enrollment forms. If you have any questions please call the school at 317-226-4251.

MEDICAL CLINIC

We are fortunate to have a nurse practitioner on staff from Eskenzai Health. As a nurse practitioner she can assist with more than a traditional school nurse. You and your children can be seen in our clinic. She can give shots and write prescriptions if necessary. To be seen by the nurse practitioner, you will need to fill out paperwork for you and your child.

MEDICATION

Please send all medication in its original packaging with a medication form to the nurse practitioner for administration during the day. You will need to fill out a medical form for your child to be seen by the medical staff in the clinic.

FOOD PANTRY

We have a food pantry at school that serves our families on Tuesdays. See Ms. Jointer if you need assistance.

INCLEMENT WEATHER

Please check the local news, radio stations, district/school websites, and social media for information about inclement weather. We will follow the district’s decisions on how to make up missed school days.
SOCIAL MEDIA
Watch for postings on social media of upcoming school events as well as pictures of your students doing exciting things at James Russell Lowell. **If you do not want your child photographed at school, please fill out the form at the back of this handbook and return it to school.**

Facebook: @JamesRLowell51
Instagram: jamesrlowell51
Twitter: @JamesRLowell51

School Web Page: [https://www/myips.org/jamesrusselllowell/](https://www/myips.org/jamesrusselllowell/)

PHOTOGRAPHS
Unless you turn in the form at the back of this handbook stating that you do not want your child photographed, we will use your child’s photos for IPS and James Russell Lowell’s social media.

SCHOOL VISITS AND CLASSROOM VISITATION
In an effort to keep our school safe, all school visitors must sign in and provide a picture ID to the office secretaries. Visitors will be given a visitor lanyard to wear while they are in the building. When visitors leave, they will return their lanyard and receive their picture ID.

You are always welcome to visit your student’s classroom during the day. Every room will have an area for you to sit and observe. If you wish to talk to the teacher you will need to schedule an appointment so instruction is not interrupted. If you have any concerns please leave a message for the teacher at 317-226-4251. If you need to meet with a principal, please call the same number to schedule an appointment. All issues are considered important and will be handled promptly, **but it will not be possible to meet without an appointment.** Spanish speaking translators are immediately available in person or by phone from 8:30 to 9:30 and from 3:30 to 4:00. They are helping with instruction at all other times and an appointment will need to be made.

VOLUNTEERS
Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the Indianapolis Public Schools and its students make a significant contribution to student success. The Indianapolis Public Schools encourages the constructive participation of groups and individuals in our schools to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Whenever possible, community volunteers should be recruited from the neighborhood served by the school and the families of the children within the school itself.

**In every case, volunteers must be approved by the school administrator, and shall work within the guidelines established by the school administrator and under the direct supervision of teachers or other members of the school staff designated by the**
school administrator. Every volunteer must complete a volunteer form online and be approved prior to working with students.

It is the policy of the Indianapolis Public Schools to require volunteers who will sustain direct contact with students or serve as representatives of the schools be fingerprinted for a background check. Such positions include volunteer coaches, unpaid club sponsors, unsupervised overnight chaperones, volunteers who are responsible for large sums of moneys collected on behalf of the organizations and schools, student teachers, and unpaid interns with student contact assignments. At the discretion of the Superintendent, other volunteers may be fingerprinted upon receipt of a written request from a building principal stating the reason for conducting a background check. Indianapolis Public Schools is responsible for the direct costs associated with obtaining the criminal history information required under this policy. You can apply to be a volunteer online at www.myips.org or you can visit our Parent Center in Room 112 for more information.

IPS UNIFORM POLICY
ALL STUDENTS IN GRADES K-6 ARE REQUIRED TO WEAR A UNIFORM
ALL STUDENTS IN GRADE 3-6 ARE REQUIRED TO WEAR A BELT WITH THEIR UNIFORM

Student Tops:
Must be a solid color with a collar. No t-shirts or shirts with logos.

Student Bottoms:
Must be khaki, navy blue, or black. Skirts, shorts, jumpers, and dresses must be at least knee length. No short skirts, denim/blue jeans

Sweaters and Sweatshirts:
Must be worn over an approved blouse or shirt. Must be a solid color. No hooded sweatshirts or sweaters are to be worn in school during the school day unless they bear the official school logo.

Shoes:
Closed toe and closed heel only. No open toe, flip flops, or slippers will be allowed. Socks and tights can be any color.

Physical Education Attire:
Gym or soft-soled shoes should be worn to gym. Students wearing skirts or dresses should wear shorts underneath. Necklaces and earrings should not be worn to gym. If your student wears glasses, please provide a strap for them to prevent them from falling off and getting broken.

Students who wear their uniform correctly Monday-Thursday of each week will be allowed to wear non-uniform clothing that adhere to the spirit of the dress code, each Friday.
A. Shirts/Blouses
- Solid colors
- Straight, button-down collar, turtleneck or mock turtleneck
- Long or short sleeves
- Polo-style (logo size may not exceed 1 ½”)
- Must be tucked into pants/shorts at all times
- No T-shirts

B. Pants/Shorts/Skirts/Capri Pants/Jumpers
- Solid colors: khaki, black or navy blue (no denim/blue jeans allowed)
- Pleated or flat-front
- Fastened at the waist
- Must be worn with a belt and set above the hip (grade 3 and above)
- “Walking”-length shorts limited to 2” above the knee
- Solid navy blue or black shorts may be worn under skirts, provided they do not show

Legend: ⬆ Females ● Both Genders
C. Sweaters/Sweater Vests/ Fleece Jackets
- Solid colors
- Must be worn over an approved shirt
- V-neck
- Crew neck
- Cardigan
- Logo size may not exceed 1 ½"
- Hooded items must bear the official school logo and are subject to district guidelines regarding headwear being worn inside the building

D. Sweatshirts
- Solid colors
- Must be worn over an approved collared shirt
- Shirt collar must extend over sweatshirt
- Hooded items must bear the official school logo and are subject to district guidelines regarding headwear being worn inside the building

E. Shoes
- Any color acceptable
- Closed toes
- Closed heel or strap heel

F. Boots
(no restrictions)

G. Socks
(no restrictions)

H. Tights/Leggings
(no restrictions)

I. Belts (required for Grades 3-8)
- No logos
- Any color
- Made of fabric or leather
- Required for all pants/shorts made with belt loops (elasticized waistbands without loops are excluded)
PERSONAL PROPERTY
Students are not permitted to bring toys, electronics, or personal items to school. Cell phones are not permitted in class. **Cell phones will be given to the classroom teacher at the start of each day so it can be locked up. If a student has his/her phone on and/or visible, it will be collected by the teacher and sent to the office. If a student’s phone is confiscated, parents may pick up their student’s phone from the principal or assistant principal.**

PARTIES AND BIRTHDAY CELEBRATIONS
Per district and state guidelines schools are not to reward students with food or unhealthy snacks during the school day. **Please do not send in treats for birthdays.** Non-food items such as stickers or pencils are acceptable. If there is to be a classroom celebration, the classroom teacher will send home a note specifying what snacks are acceptable.

FIELD TRIPS
Field Trips are learning opportunities that provide students with real life experiences. These experiences provide an excellent opportunity to expand background knowledge, but they are considered a privilege. Those students who have difficulties maintaining appropriate behavior at school will not be allowed to attend field trips. Students must have a signed permission slip to attend. Parent volunteers must have completed the volunteer process and be approved by the Friday before the fieldtrip. Contact the office for information on starting the process at 317-226-4251.

LOST AND FOUND ITEMS
Items that are lost and found are located in a box in the front office.

STUDENT MEALS
All of our students receive breakfast and lunch daily for free. You will still need to fill out the Free/Reduced Lunch paperwork in order to keep the meals free and to help with textbook payments. Sack lunches are allowed but need to include healthy food. Soda is not permitted. Students in grades 3 through 6 may purchase juice from the machine for a dollar.

EATING LUNCH WITH A STUDENT
Parents are welcome to join their student for lunch.

FAMILY NIGHTS
We have family nights at least once a month. Each night has a different theme. We encourage you to bring your children back to school for our fun-filled family get together!
GRADING, PROMOTION, AND RETENTION

Students must meet minimum requirements on assessments and class work in order to be promoted to the next grade.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
</tr>
<tr>
<td>B</td>
<td>84-88</td>
</tr>
<tr>
<td>B-</td>
<td>82-83</td>
</tr>
<tr>
<td>C+</td>
<td>79-81</td>
</tr>
<tr>
<td>C</td>
<td>75-78</td>
</tr>
<tr>
<td>C-</td>
<td>73-74</td>
</tr>
<tr>
<td>D+</td>
<td>71-72</td>
</tr>
<tr>
<td>D</td>
<td>67-70</td>
</tr>
<tr>
<td>D-</td>
<td>65-66</td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
</tr>
</tbody>
</table>

PARENT COMMUNICATION

Monthly school newsletters will be sent home in addition to weekly Week at a Glance Newsletters. Midterm reports will be sent every 4 ½ weeks and reports cards will come home every 9 weeks. When students take assessments, their scores will be sent home as well. Additionally, the school will send weekly phone messages on Sunday evenings.

CONFERENCES

Parents in Touch Day (PIT) will be held September 25, 2019 and again on March 4, 2020. If you need to schedule a conference with your child’s teacher outside of these dates please contact the school at 317-226-4251.

HONOR ROLL

Honor roll celebrations will be held every nine weeks. Notification of these events will be sent out prior to the dates.

HOMEWORK

Homework serves as practice of skills learned throughout the day. Students will have homework Monday through Thursday.

MIDTOWN

We are proud to continue our partnership with Midtown Mental Health. Please call the school social worker at 317-226-4251 for more information.
BUS INFORMATION (SAFETY AND MISBEHAVIOR)
Riding the bus is a privilege. Improper behavior on the bus or at the bus stop can result in that privilege being denied. From the time the students board the bus in the morning until they leave the bus in the afternoon, school rules must be followed—especially regarding violence, obedience, and respect. Please review the expectations for good behavior as well as the safety rules.
Parents will be notified when bus rules are broken or when students are uncooperative with the bus driver or monitor. Repeated bus misbehavior will result in suspension from the bus.

If a student is suspended from the bus as a result of improper bus behavior, it is the parents’ responsibility to get the child to and from school on time during the suspension. Absences resulting from a suspension from the bus are not excused. Continued misbehavior will result in your child being removed from the bus for the remainder of the school year.

BUS CONDUCT
1. Arrive at the bus stop 10 minutes before pick-up time. The driver is NOT permitted to wait for students.
2. When the bus arrives, stand back from the curb or stopping point and wait until the bus comes to a full stop.
3. Never reach through the window to take an item from a friend. Do not put your head or arms out of the windows when on the bus. No object is to be thrown into, out of, or inside the bus.
4. Do not eat or drink on the bus.
5. Students are expected to be courteous and obedient to the driver.
6. Tobacco, drugs, alcohol, weapons, explosives, or any other dangerous items are not allowed.
7. The possession or ignition of matches, lighters, etc. is prohibited.
8. Students must not use obscene language, gestures or gang signs.
9. Fighting, yelling or loud talking is not permitted.
10. Harassment or intimidation of others is not permitted.
11. Students will never use the rear emergency exit except when requested by the bus driver.
12. Willful destruction or defacing of school bus or private property surrounding school bus stops is prohibited.
13. Students are expected to remain in their seats until directed to get up.
14. Cell phones must be off and put away on the bus.

SCHOOL SAFETY
Safety is a top priority at James Russell Lowell School #51. The doors will remain locked and only office staff will open the doors for guests. Please report all safety issues or injuries to a staff member immediately.

EMERGENCY DRILLS
Fire drills, tornado drills and lockdown drills are done to help prepare students in case of an emergency. Fire drills occur monthly. Security drills are held four times a year. Lockdown drills are done once a semester. Posted escape routes are found in each room. Children must move quickly, quietly, and follow the directions of the adult in charge. In the event of a
crisis our Incident Command Center will be considered the main office for all emergencies unless otherwise announced.

**PBIS POLICIES**
Expectations: James Russell Lowell School 51 will adhere to the Indianapolis Public Schools’ District Code of Conduct while students are at school and on school buses.

<table>
<thead>
<tr>
<th>Hallway</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Greet friends silently</td>
<td>• Walk with hands to yourself.</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Playground</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Include everyone in fair play.</td>
<td>• Listen for the whistle (1 whistle freeze, 2 whistles walk quietly to the line)</td>
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<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cafeteria (Breakfast - Kindergarten)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Raise your hand if you need something.</td>
<td>• Go to your designated seat</td>
</tr>
<tr>
<td>• Lights off voices off.</td>
<td>• Silently walk through the line facing forward.</td>
</tr>
<tr>
<td></td>
<td>• Leave no trace</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cafeteria (Lunch)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Raise your hand if you need something.</td>
<td>• Go to your designated seat</td>
</tr>
<tr>
<td>• Remain silent for the first and last 5 minutes.</td>
<td>• Silently walk through the line facing forward.</td>
</tr>
<tr>
<td></td>
<td>• Push wrapped food to the center of the table.</td>
</tr>
<tr>
<td></td>
<td>• Clean up area</td>
</tr>
<tr>
<td>Restroom</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---</td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Allow for privacy in the restroom.</td>
<td>• Use the restroom quickly. &lt;br&gt; • Stand silently in the hall while waiting your turn.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>• Keep voices to a whisper.</td>
<td>• Sit in your assigned seat and remain seated.</td>
</tr>
</tbody>
</table>

We use school wide incentives including:

- **Tiger Paws**: Students receive paws from staff members for being safe, responsible, and respectful. Each paw = 1 classroom dojo point.
- **Tiger Stripes**: Classes that receive compliment for following school-wide expectations color in stripes on a class tiger outside their classroom door. When they fill in 15 Tiger stripes, the class will receive an additional 15 minute recess to be given at the teacher’s discretion, or the class has a **No Uniform Day Pass**. (Parents will be notified if their child has a NO UNIFORM PASS.)
- **Monthly Assemblies/Recognition**: Each month, a thirty-minute school-wide assembly occurs in the gym. Students and staff are recognized. The assembly can include guests, games, sports, and videos.
- **Honors’ Day Breakfast**: Students are invited to a breakfast for Honor Roll, Citizenship, and Perfect Attendance each nine weeks. They receive certificates as well. Citizenship recipients are restricted to five per quarter, per class, to encourage students to go above and beyond common courtesy.
James Russell Lowell Supply List by Grade Level

**Preschool List 2019-2020**
- Back pack
- 2 boxes of Kleenex
- 2 packs of baby wipes
- 1 container of Lysol wipes
- 2 bottles of liquid hand soap
- 3 red folders
- 1 black sharpie marker
- 2 black dry erase markers

**Kindergarten List 2019-2020**
(Kindergarten has communal supplies where everything is collected at the beginning of the year and then used when needed)
- 2 packs of 12 or 24 crayons
- 4 glue sticks
- 2 plain folders
- 2 plain wide ruled notebooks
- 2 boxes of tissues
- 1 pack of baby wipes
- 1 pack of Lysol or cleaning wipes
- 4 black dry erase markers
- 1 box of gallon sized Ziploc bags
- 1 box of sandwich sized Ziploc bags
- 1 hand sanitizer
- 1 backpack

**First Grade List 2019-2020**
- 2 24-pack crayons
- 2 package markers – broad tip
- 2 package pencils - #2 wood
- 1 supply box – plastic flip top 8” x 5”
- 1 pair scissors
- 6 glue sticks
- 1 package of 4 Expo (thick chisel tip) dry erase markers
- 3 boxes of tissues
- 1 gallon size Ziploc bags
- 1 quart size Ziploc bags
- 1 large hand sanitizer
- 2 container of wipes for hands and faces
- 2 Lysol wipe containers
- 3 rolls of paper towels
- 2 packs of post it notes

**Second Grade List 2019-2020**
- 2 Boxes of Lysol Wipes
- Two boxes of tissue
- 2 boxes of 24 pencils
- Erasers
- 1 large bag of Ziploc baggies
- 2 bottles of Hand sanitizer
- 4 folders
- 2 boxes of 24 Crayons
- 6 Glue sticks
3rd Grade List 2019-2020
- Pencil pouch or box
- Child-size scissors
- 2 Plastic folders with brads
- 4 Composition notebooks
- 6 glue sticks
- 1 Box of crayons
- 1 Package of #2 pencils
- 1 Box of tissues
- 1 Pack of markers
- 1 Pack of colored pencils
- 1 Bottle of hand sanitizer
- 1 back pack

Fourth Grade List 2019-2020
- 1 of 24 Crayons
- 1 Pair of Scissors
- 2 packages of 24 Pencils
- 6 Glue sticks
- 1 package of colored pencils
- 3 notebooks
- 4 folders
- 1 Backpack
- 1 package of loose leaf paper
- 1 container of Clorox Wipes
- 1 box of each type of Ziploc baggies- gallon and sandwich
- 1 roll of Paper towels
- 2 boxes of Kleenex

5th Grade List 2019-2020
- 4 composition notebooks
- 2 spiral notebooks
- 5 folders
- Glue sticks
- Scissors
- Ruler
- Pencil Box
- Colored pencils
- Pencils
- Dry Erase Markers
- 1 back pack

6th Grade List 2019-2020
- 1 2 inch three ring binder
- 1 package of three ring binder dividers
- 1 package of loose leaf lined paper
- 4 composition notebooks
- 2 spiral notebooks
- 5 folders (plastic is sturdier)
- Glue sticks
- Scissors
- Ruler with inches and centimeters
- 1 Pencil Box
- 2 packages of 24 Pencils
- Dry Erase Markers
- 1 back pack
**Life Skills**
- 2 dozen pencils
- 6 pink or white erasers
- 10 glue sticks
- 1 pair scissors
- 1 - 24 count box of crayons
- 1 box washable classic colors markers
- 1 - 4 count package dry erase markers
- 1 bottle 12 oz. or larger hand sanitizer
- 1 large container cleaning wipes (~100 wipes)
- 1 box sandwich baggies
- 3 boxes facial tissues
- 1 complete change of clothes in a bag labeled with child’s name (for those little emergencies)
- Personal toileting items as required by individual students – labeled with child’s name
- 1 pack back
I, ______________________, the parent or legal guardian of ___________________________ [Child] do not want my child to be photographed by the school for use on social media.

I understand that this does not pertain to yearly school photos and photos for the school yearbook.

Parent/Guardian’s Signature: __________________________ Date ________

Parent/Guardian’s Name: ___________________________________________

Child’s Name: __________________________________________

Phone Number: __________________________