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Welcome to James Whitcomb Riley School 43!

Section I: 2022-2023 Overview

This handbook will help you get acquainted with our school policies, procedures, rules, and expectations. Please take some time to read through this handbook, discuss it with your child, and keep it for future reference. Please sign the final page to show that you have read and understand the policies stated in this document. If you have any further questions, please feel free to contact the front office. We want each of you to feel that you are a welcome part of the school and that James Whitcomb Riley Elementary School #43 is your school.

School Symbol and School Colors
James Whitcomb Riley is the home of the “Hard-Working Hornets”. Our school colors are Navy Blue and Yellow.

James Whitcomb Riley School 43 Mission
James Whitcomb Riley Elementary School is committed to ensuring quality teaching and learning in a safe, positive environment that allows each student the opportunity to develop the knowledge, problem solving, and social skills to become successful citizens and life-long learners.

James Whitcomb Riley School 43 Vision
At James Whitcomb Riley Elementary School, we believe that every child deserves an excellent education. We are committed to providing effective instructional practices, caring staff, and a positive atmosphere that fosters student growth and exceptional academic achievement of our school.

Hornet Daily Affirmation
I am Somebody!
I was somebody when I came in,
And I’ll be a better somebody when I leave.
I am powerful and I am strong!
I deserve a good education because
I have things to do,
Places to go, and people to inspire!
JWR Core Values: 3 R’s

Respect

Resilience

Responsibility

The 3 R’s Rap

Respect, Resilience, Responsibility
At James Whitcomb Riley, we do all three!
Respect, Resilience, Responsibility
At James Whitcomb Riley, we do all three!
We show respect by being kind,
By listening, and only speaking when it’s our time!
Resilience means, we don’t give up,
We keep on working, when things get tough!
Responsibility we do all day,
Getting work done on time and in the right way
Respect, Resilience, Responsibility
At James Whitcomb Riley, we do all three!
Section II: Frequently Asked Questions

Who do I contact about bus information?

- Safe transportation is an integral part of the total education of each child. Riding the school bus is a privilege that may be removed for inappropriate behavior. Students are to ride the bus to which they are assigned. Any request to ride a different bus or to be picked up or let off at a different location must be submitted to the principal in writing by the parent or guardian for approval.

Students riding the bus or waiting at the bus stop are expected to comply with the school’s rules, and parents are expected to assist with the enforcement of these rules. Failure to comply will result in a bus referral with consequences that may include suspension. **Transportation questions/concerns may be directed to 317-226-4500.**

Can I visit my student’s classroom?

- **JWR Parent Visitation Policy:** We welcome parent involvement and want to create and sustain a positive home-school connection. Please call the school to arrange a time to meet with your child’s teacher. Teachers will not be able to hold conversations/conferences during instructional time and will gladly accommodate a time to address your concerns.
We ask that adult visitors do NOT address any other students but their own when visiting the school. Any visitor who becomes aggressive or irate will be asked to leave. We do NOT tolerate the threatening of other students or staff members. In the event that a severe situation like this occurs while you are visiting, IPS police will be contacted and it could result in the adult being banned from returning to JWR 43 for the duration of 1 calendar year.

- Birthday celebrations MUST take place at the end of the day between 3:00 – 3:30. Treats should be individually packaged.

**How do I get information on my student’s academic or behavioral progress?**

- Parent involvement is very important to us at JWR 43. Parent-In-Touch Days are scheduled this school year on **Friday, October 20th (Q2)** and **Friday, March 22nd (Q3)**. Students will have asynchronous learning on these days. We highly encourage parents to participate these days to come in and meet with their student’s teacher. However, in cases where you may need to meet with teachers more frequently, please contact your student’s teacher to schedule a conference.

**What do I do if I have a concern with my child’s teacher?**

- We attempt to resolve any of your complaints and concerns at the classroom level. If you have concerns that you feel need to be addressed, please contact your child’s classroom teacher directly. Please ask your child to share their concerns or problems with us as well as sharing them with you. The Principal, Assistant Principal, and Dean are available to discuss concerns that cannot be resolved or need further attention at your request.

**Can I be a volunteer?**

- JWR 43 welcomes volunteers! IPS policy states that any adult working with students during school hours, during after school activities, or on a field trip must have an approved Volunteer Background Check on file. This can be accessed at www.myips.org. All volunteer applicants will be required to submit to an online national criminal history check. These policies are in place to guarantee the safety of your children. Please be advised that these checks take approximately 2 weeks to process so keep this in mind when applying to chaperone on field trips.

**Can I eat lunch with my child?**

- We encourage parents to come in and have lunch with their student(s). For your comfort, we have a space in our Family Center that we have set aside just for the occasion. A staff member will escort you to the room where you will meet your student for lunch.

**Is before and aftercare available?**

- IPS does not provide before and after care. However, through a partnership with the Martin Luther King Center, you can sign up for child care. Please contact the MLK Center at 317-923-4581 or contact the JWR 43 Front Office for more information.

**How do I update my contact information?**
• It is important to keep all contact information up to date! Please call the Front Office when you need to update any important information. Also, please ensure that your student’s classroom teacher has the most updated phone number.
Section III: Daily Procedures & Policies

School Hours
8:50 AM  Student arrival and Breakfast served
9:15 AM  Tardy bell rings. Students are considered late and must be signed in by an adult.
9:20 AM  Instruction begins (students who arrive after this time will not be served breakfast, unless they are riding a late bus.)
3:50 PM  Dismissal

Arrival & Dismissal
Students will be allowed to enter the building at 8:50 AM. We will not allow students to enter the building before then due to lack of supervision. If students arrive early, we ask that you keep them in the car until doors open. Students should arrive no earlier than 8:40 AM. Students will be allowed to exit the building at 3:50 PM. At 3:50 pm daily, an announcement for the dismissal process will begin. The times will be staggered to promote smooth transitions and less congestion.

Bus Riders
Students riding the bus will enter and exit the building at Door 9. Buses will pull in and park on Kenwood. SCHOOL VISITORS SHOULD NOT PARK ON KENWOOD AT ANYTIME. Students will enter through the entrance and be led to either the cafeteria for breakfast or to their classrooms. At dismissal, classroom teachers will escort all bus riders to their bus.

Car Riders and Walkers:
Kindergarten-8th grade students being dropped off or picked up from school will enter and exit from Door 2. Preschool students will be dropped off and picked up at Door 15. Walkers will enter Door 2 during arrival and exit the building at Door 1 during dismissal. If you plan on your student(s) being a car rider or walker, please register them with the Front Office. JWR 43 will NOT allow a student to walk home without consent from an adult over 18. Please pick up your students by 4:05 PM. After that time, you will then need to retrieve your student from the Front Office no later than 4:30 PM, as after that time the office will be closed.

Please pull up to the curb closest to the school (East side of Capitol Ave.) when retrieving your student(s). For safety reasons, we will NOT release students to an adult across the street. If you park across the street from Door 2, you will need to cross the street before we will release your student.

Student Transportation Changes
All changes in your student’s transportation arrangements must be made in writing and given to the main office or classroom teacher by 12:00 noon each day, otherwise, your student must follow the regular assigned transportation routine. In case of an emergency, please call the Main Office at 317-226-4243 no later than 2:45 PM to allow adequate time for the delivery of your message. No changes in dismissal or to transportation will occur after 3:00 pm.
School to Home Communication
Families will receive reminders, notices, and any emergency messages via telephone through the IPS United Home Communication system in addition to newsletters, mailings, and classroom correspondence. No calls will be sent through to classrooms during instructional time. Messages for teachers will be sent to them, to be returned at their earliest convenience. Please allow at least 24 hours for a teacher to return your message. You may also communicate directly with your student’s teacher via United Home Communication. Please see your student’s teacher for information on getting connected. Please contact the school immediately if your phone number and/or home address changes. It is important if you’ve moved (either temporarily or permanently) to contact the school office with your most recent information. This affects school assignment, bus transportation, and our ability to contact families in the event of an emergency.

Breakfast/Lunch
Students will receive breakfast, lunch, and afternoon snack- (via Fresh Fruit and Vegetable Program) daily.

Recess
Students in grades PK-5 have a daily recess period. If a student needs to stay in at recess due to illness, a written note must be sent to the office. Students will not be kept inside for more than 3 consecutive days without a doctor’s note on file. Students are expected to wear appropriate attire (e.g. closed-toe shoes, hats, gloves, warm coats when needed) so that they can enjoy the outdoors at recess, even in the winter. JWR 43 is NOT responsible for articles lost or damaged during recess play. Check for lost items in the Lost and Found in the Front Office.

Recess is held inside if snow, ice, wind chill, rain, or actual temperatures make it unsafe to be outdoors. Generally, recess is permitted when temperatures are above 34 degrees Fahrenheit. Recess contributes to the physical and social well-being of students. However, recess privileges can be limited if a student is playing unsafely at recess.

Attendance Policy
Regular and punctual school attendance is vital to every student’s success. Students with good attendance perform better in school than those students who are frequently late and/or absent. Attendance at school is also a requirement under Indiana State Law (I.C. 20-8.1-3). We do understand that there are occasions when a student must miss school for unavoidable reasons. When your child must miss school for any reason, we ask that you call the Front Office by 9:30 a.m. each day that your child is not in school. When calling the office, please state your child’s name, grade, and teacher. In addition, please follow up with a written note the next day your child is present in school. All calls about absences are logged by the Attendance Officer and all notes are filed. Your calls and notes help us keep accurate records.

Excused Absences
Below are the following reasons that a student’s absence from school would be considered excused:

1. Illness or emergency: It is the responsibility of the family to contact the school each day a
student is absent. Under circumstances where a student is absent for three or more consecutive days, we require a doctor’s statement as a condition to classify the absence as excused.

2. Health care and social service appointments: A statement from the appropriate health care provider or social service provider shall be presented to the school upon the student’s return to be classified as excused. When possible, please schedule these appointments early or late in the day to minimize the time away from school.

3. Death in the immediate family: A student will be excused from school in the case of the death of an immediate family member. As stated in the IPS Policies and Procedures, the immediate family shall be defined as the student’s parent, guardian, spouse of parent/guardian, grandparent, brother, sister, or similar relationship established by marriage.

4. Additional reasons for excused absences may be found in the IPS Policies and Procedures. This can be viewed at [www.myips.org](http://www.myips.org).

**Make-up Work**
In all cases of excused absence, students are allowed to make up any assignments that are missed. The duration of time allowed for make-up work will be equal to the amount of time a student was absent (ex: 2 days absent = 2 days to complete work). Please contact your student’s teacher for more information for how to retrieve make-up work.

**Unexcused Absences**
Unexcused absences can be defined as:
- Truancy (absent without parent or school official’s knowledge or permission)
- Vacation or trips during school days
- Appointments with no documentation of visit

Students are allowed one unexcused absence without penalty. On the 2nd unexcused absence, the teacher will reach out to the parent to check in regarding the student’s absence. On the 3rd unexcused absence, the teacher will report this information to the School Social Worker, who will then attempt to reach out to the parent regarding the absences. On the 4th unexcused absence, the social worker will either schedule a parent meeting or make a home visit regarding the absences. On the 5th unexcused absence, social worker will make a home visit and give a Notice of Possible CPS Referral. Any subsequent absences thereafter will result in a report to CPS.

**Tardy Policy**
All students learn the best when they arrive each day on time. Student arrival time is 8:50 am – 9:10 am. Students who eat breakfast at school should arrive at 8:50 a.m. to allow time to eat and begin their Morning Work.

If students arrive after 9:10 a.m., they must get a tardy pass from the Front Office before proceeding to class. Each instance of tardiness will be recorded in the student’s record. An adult over 18 must come
into the building and sign in when a student is tardy. The cafeteria will close for breakfast at 9:05 am. Students who arrive after 12:30 PM will be marked as unexcused absence. Excessive tardiness (more than 15 in a month) could result in your student being truant (See Unexcused Absences).

**Release of Students during the School Day**

Students who are leaving before 3:45 must be called to and signed out from the office by a parent/guardian. If a person other than the legal parent/guardian is designated on the emergency form to pick up a student, that person must have his/her name on file in the office (Emergency Pickup), present a valid driver’s license or other valid picture ID, and sign the student out from the office. Students will not be called down to wait in the front office.

**Cell Phone and Other Electronics Policy**

Students are not allowed to use electronic devices during school hours per IPS Board Policy. Although not an exhaustive list, the following items are examples of prohibited devices:

- Cell Phones
- Tablets
- MP3 Players
- Handheld gaming devices
- Toys
- Laser Pens

**ALL OF ELECTRONIC ITEMS CAN/WILL BE CONFISCATED AND HELD UNTIL A PARENT/GUARDIAN COMES TO PICK UP THE ITEM FROM AN ADMINISTRATOR.** Confiscated electronics will NOT be released to students. We realize that some students must use a cell phone to communicate with family after school. If a parent/guardian feels that their student needs to carry a cell phone for safety reasons, the phone must be turned off and out of sight as to not cause a distraction during school.

Students also have the option of having their phone secured by their homeroom teacher and receiving it back at the end of the day where it can be labeled and locked in the classroom. If a teacher does not have the ability to lock an area in her room to secure phones, the student may bring their phone to the office at arrival and retrieve their phone at dismissal with Administration where it will be labeled and secured. Any phone confiscated due to being visible, turned on and in use (played with, calling, sending/receiving messages) during school hours (on school property) will be taken by the teacher, submitted to the office and must be picked up by a parent or guardian. If a student violates the policy after the first initial incident, the device will be again confiscated and held for the remainder of the school year by administration.

**NOTE:** Earbuds should only be worn when directed by school staff. Students should not be wearing earbuds during instruction.
Dress Code

At James W. Riley 43, we adhere to the district’s uniform policy. Students in violation will be asked to change and parents may be contacted to supply appropriate attire. Please see specific information about the JWR Dress Code below:

Shirts:
- Any solid colored shirt. Non-collared or non-button down shirts are allowed.
- No tank tops or spaghetti straps. Must have sleeves and full coverage.

Sweatshirts:
- Sweatshirts or jackets that do not bear the school logo are permitted. They are permitted to be any solid color. Logos on jackets or sweatshirts may not exceed 1.5 inches.
- Must be school appropriate. No profanity or vulgar language, inappropriate gestures, symbols of drug use, etc.
- Hoods must be down at all times on school property.

Pants:
Any solid-colored pants is acceptable (no denim/jeans allowed). Pants still must be:
- Pleated or flat-front
- Fastened at the waist
- Worn above the hip with shirts tucked in.
- Pants must be worn so that no undergarments are showing.
- **Leggings, yoga pants, bodysuits are NOT permitted by themselves.**
- Ripped or torn pants are not permitted.
- Skirt/Skort/Jumper is permissible except for jean skirts/skorts/overalls/jumpers.
- Items must come to the fingertips when arms are down by the side.

Shoes:
- All shoes must be closed toe
- No flip flops, slides, or Crocs

Headgear and Outerwear
- Heavy coats should be removed once students enter the building.
- No hats except for on designated days.
- **No wave caps, durags, ski masks, bonnets or head scarves, or bandanas.**
Field Trips

Field Trips provide extended learning opportunities in real world settings. Appropriate student behavior must be demonstrated at all times. No child will be allowed to participate in any learning excursion unless the parent or guardian has granted written permission. For students with challenging behaviors, a parent or guardian must attend to supervise so that no experience is denied to any student. The school will reserve the right to leave students at school with academic activities if they have not been granted permission (non-returned slips) from their parent/guardian OR if their behavior has proven to be an issue.

Section IV: Academics

At JWR 43, we are working hard to create more effective learning opportunities for our students and families. Please see all important information you need as it pertains to your students academic growth and progress!

Assessments

At JWR 43, we will use data-driven instruction, as a way for us to ensure of the academic success of our students! Students in grades K-8 will participate in various forms of assessments such as benchmarks, assignments, quizzes, tests, writing prompts, and projects. These assessments will be used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, and/or educational needs of each student. Teachers will be able to differentiate instruction for students based on the data from the assessments.

Students in 3rd grade must take the statewide IREAD-3 assessment. This assessment evaluates the reading skills of students to ensure that all students can read proficiently before promotion to 4th grade. Students in grades 3-8 must take the statewide ILEARN assessment. This mandatory assessment is used to measure student achievement in English/Language Arts, Mathematics, Science (4th/6th) and Social Studies (5th).

Students in grades K-8 will participate in the NWEA assessment. This assessment is used 3 times throughout the school year (Beginning, Middle, and End of Year) as a progress monitoring tool.

Student Grading Policy

The purpose of letter grades is to communicate to students and parents the achievement of the student. Letter grades are determined by the teacher in accordance with the definitions indicated below.

A – The student is doing superior work. (Mastery of Skill)
B – The student is doing above average work. (Proficient in Skill)
C – The student is doing average work. (Partial Mastery)
D – The student is doing below average work, but meets acceptable minimal standards. (Non-Mastery)
F – The student’s work failing and below acceptable minimal standards. (Non-Mastery)

The general grading scale utilized to equate percentage grades to letter grades is as follows:

A - 90-100
B - 80-89
Students in kindergarten will be evaluated using the following indicators:

- **O** – Outstanding
- **S** – Satisfactory
- **I** – Improving
- **N** – Not meeting minimal kindergarten standards

**Progress Reports and Report Cards**

Students will receive a quarterly progress report from their teacher detailing student’s academic progress. This is so that parents can be made aware of a student's progress well before report cards are sent. Parents are highly encouraged to review these reports and contact their student’s teacher with any questions or concerns.

Every quarter, students will receive a report card with final grades for the grading period.

**Textbook Fees and Payment**

All IPS families must pay textbook rental fees unless they have been approved for textbook and educational benefits assistance for the current school year. Please reference our current textbook rates at [https://myips.org/students-families/textbook-and-other-educational-benefits-assistance/](https://myips.org/students-families/textbook-and-other-educational-benefits-assistance/) for questions about costs. Payments can be made online using MySchoolBucks.
Section V: School-Wide Behavior Management

We strive to maintain a safe, orderly learning environment at all times at our school. Each teacher has a defined classroom management plan in line with our school’s expectations that is shared with families at the start of the school year (and when any changes are made). Administration will follow the district guidelines (Student Code of Conduct) on discipline by administering appropriate consequences for infractions as incidents are reported and investigated.

PBIS
Positive Behavior Interventions and Supports (PBIS) is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors in the classroom and non-classroom settings to create a positive school environment. By implementing PBIS in our school, we are committed to moving from negative, punitive, reactive approaches to positive, proactive, and preventive approaches to discipline. Throughout the school year, these expectations will continually be modeled and reinforced during morning meetings, student assemblies, and whenever deemed necessary.

Schoolwide Behavior Expectation Matrix
At JWR, we believe in our 3 R’s and we want our students to strive to show them to the world. Below you will find our School-wide Behavior Matrix. This document is used by our staff to teach our students what is expected of them when they walk through our doors. (See next page)
<table>
<thead>
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<tbody>
<tr>
<td><strong>Expectation 1: Respect</strong></td>
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<tr>
<td>- All Students on Level 0 (voices off)</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Use voice Level 2</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Show respect to all library resources</td>
<td>- Be your best (listen to the speaker)</td>
<td>- Respect your space (keep your items organized)</td>
<td>- Respect school property</td>
</tr>
<tr>
<td>- Respect each other</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Show respect towards bus staff and staff in the hallway</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Share equipment</td>
<td>- Keep your locker neat and clean.</td>
<td>- Actively listen when others are speaking</td>
<td>- Make respectful comments</td>
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<tr>
<td>- Hold the door for others.</td>
<td>- Follow directions from all adults</td>
<td>- Keep your eyes in your stall.</td>
<td>- Greet everyone with kind words</td>
<td>- Be fair and safe</td>
<td>- Show respect towards bus staff and staff in the hallway</td>
<td>- Listen with voices off</td>
<td>- Be your best (listen to the speaker)</td>
<td>- Respect your space (keep your items organized)</td>
<td>- Respect school property</td>
</tr>
<tr>
<td><strong>Expectation 2: Resilience</strong></td>
<td><strong>- Use self-control strategies</strong></td>
<td><strong>- Be positive</strong></td>
<td><strong>- Avoid conflict</strong></td>
<td><strong>- Remember personal space</strong></td>
<td><strong>- Wait patiently</strong></td>
<td><strong>- Report and solve problems</strong></td>
<td><strong>- Calm your emotions</strong></td>
<td><strong>- Bounce back from issues with peers</strong></td>
<td><strong>- Be your best (listen to the speaker)</strong></td>
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<tr>
<td>- Be positive at all times</td>
<td>- Use self-control strategies</td>
<td>- Be patient and use manners (say please and thank you)</td>
<td>- Ask for help</td>
<td>- Begin with a positive attitude every day</td>
<td>- Stay at least one foot away from the person in front of you</td>
<td>- Bring supplies/materials needed to complete homework</td>
<td>- Use self-control strategies</td>
<td>- Learn from mistakes</td>
<td>- Be your best (listen to the speaker)</td>
</tr>
<tr>
<td>- Avoid and ignore distractions</td>
<td>- Use self-control strategies</td>
<td>- Be positive</td>
<td>- Remember personal space</td>
<td>- Wait patiently</td>
<td>- Report and solve problems</td>
<td>- Calm your emotions</td>
<td>- Bounce back from issues with peers</td>
<td>- Challenge yourself to grow</td>
<td>- Be your best (listen to the speaker)</td>
</tr>
<tr>
<td>- Use self-control strategies</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Show respect towards bus staff and staff in the hallway</td>
<td>- Use kind words and actions</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Listen with voices off</td>
<td>- Be your best (listen to the speaker)</td>
<td>- Respect your space (keep your items organized)</td>
<td>- Respect school property</td>
</tr>
<tr>
<td>- Respect school property</td>
<td>- Make respectful comments</td>
<td>- Actively listen when others are speaking</td>
<td>- Cope with stress</td>
<td>- Share equipment</td>
<td>- Keep your locker neat and clean.</td>
<td>- Respect your space (keep your items organized)</td>
<td>- Respect school property</td>
<td>- Make respectful comments</td>
<td>- Actively listen when others are speaking</td>
</tr>
<tr>
<td><strong>Expectation 3: Responsibility</strong></td>
<td><strong>- Walk on the right side of the hallway</strong></td>
<td><strong>- Check your appearance before entering the hallway</strong></td>
<td><strong>- Make sure you are in full uniform</strong></td>
<td><strong>- Focus on destination: watch where you are going</strong></td>
<td><strong>- Be Prompt: go where you are supposed to go</strong></td>
<td><strong>- Clean your table area</strong></td>
<td><strong>- Throw away trash around your table and on the floor</strong></td>
<td><strong>- Raise hands when you need to get up</strong></td>
<td><strong>- Get everything you need before you sit down</strong></td>
</tr>
<tr>
<td>- Walk on the right side of the hallway</td>
<td>- Check your appearance before entering the hallway (make sure you are in full uniform)</td>
<td>- Focus on destination: watch where you are going</td>
<td>- Be Prompt: go where you are supposed to go</td>
<td>- Clean your table area</td>
<td>- Throw away trash around your table and on the floor</td>
<td>- Raise hands when you need to get up</td>
<td>- Get everything you need before you sit down</td>
<td>- Wash your hands: use one squirt of soap and two paper towel pulls</td>
<td>- Clean up after yourself: throw away your trash</td>
</tr>
<tr>
<td>- Wash your hands: use one squirt of soap and two paper towel pulls</td>
<td>- Clean up after yourself: throw away your trash</td>
<td>- Return to class quickly</td>
<td>- Walk quickly and quietly to your destination</td>
<td>- Leave your area clean</td>
<td>- Help others around you</td>
<td>- Drive for the weather</td>
<td>- Be truthful to adult about your actions</td>
<td>- Tell adult about something unsafe</td>
<td>- Use safe behaviors on equipment</td>
</tr>
<tr>
<td>- Complete work and participate in all activities</td>
<td>- Use technology appropriately</td>
<td>- Listen to the daily announcement</td>
<td>- Follow directions the first time</td>
<td>- Keep your space clean</td>
<td>- Check your appearance</td>
<td>- Make sure you are in full uniform</td>
<td>- Use technology appropriately</td>
<td>- Listen to the daily announcement</td>
<td>- Follow directions the first time</td>
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<td>- Check your combination to yourself</td>
<td>- Sharing is not caring (your locker is yours only)</td>
<td>- Go to locker at designated times only</td>
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*Note: The table is designed to outline behavioral expectations and strategies for various settings within a school environment.*
School Discipline Response Policies and Procedures
If a student disrupts the learning environment or is not meeting school expectations, communication will come from the classroom teacher regarding the nature of the issue first. For increased concerns, teachers will issue a school referral following the building level policy. It is our desire to communicate with families each step of the way before behavioral concerns are escalated to out of school suspension.

Level 3 and Level 4 responses to student behavior are based on the district’s code of conduct policy.

Examples of behaviors that could warrant, but aren’t limited to Level 3 (In or Out of School Suspension) and Level 4 (ISS/OSS/Expulsion)

Responses based on age, developmental level, and prior behavior patterns are:
- Fighting
- Physical or verbal aggression/profanity (repeated)
- Threats of physical violence towards students and/or staff
- Destruction of Property
- Theft
- Egregious insubordination/repeated acts of defiance after meeting with parent/guardian
- Substantial Classroom Disruptions
- Leaving the classroom or building without permission

In the event of a student being removed from the classroom for a Level 3 Infraction, the parent will be notified of the school’s response to the student’s behavior if it results in an extended removal period (ISS) or a removal from school (OSS). Additionally, if a student has to serve an out of school suspension in the school’s response to a Level 3 or Level 4 behavior, the student and his/her parent/guardian must meet with a school administrator or designee prior to returning to school after his/her removal period.

Bus Expectations
The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. School transportation is a privilege, students who fail to comply with the school bus regulations may be denied the privilege of riding the school bus. When this happens, school attendance is still required and parent must make other arrangements for their children to get to school. Students may be suspended and/or recommended for expulsion due to repeated violations of district bus policies.

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

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against
another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

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, assistant principal, dean and/or social worker. Upon receiving the report, the principal or designee will complete the appropriate form to investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board’s policy entitled “Student Discipline”.

**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. This year, student pregnancy falls under the Title IX reporting requirements.
Section VI: Medical Procedures

Health Services and Medication
We do have a nurse practitioner at James Whitcomb Riley contracted through Shalom Healthcare Center. However, your student will not be able to be serviced in the nurse’s office or receive medication without a consent form on file. Please contact the Front Office to request a consent form for authorization to dispense medication to your child.

Illness or Injury at School
If a student becomes ill or injured at school, the student will be sent to the school office and, if warranted, the parent or guardian will be called to pick up the student. Any student with a fever greater than 100.1 cannot return to school for at least 24 hours until fever free. Students who are vomiting may not return for at least 24 hours or until vomit free. We do not have adequate resting space at the school for sick students to stay all day when they are ill. If we cannot reach a parent or guardian, the person listed as the emergency contact will be called.

If there is a life-threatening emergency, we will call 911. A staff member will accompany the student in the ambulance and wait at the hospital until a parent/guardian arrives. Parents will be contacted immediately. Please remember to keep all telephone numbers updated in case of an emergency. Several incidences of students returning to school while ill could result in a report being made to CPS.

Immunizations
Under Indiana Code, students are not permitted to attend school without proof of proper immunizations. Please make sure that your child’s immunizations are up to date and that we have an official record on file with the school office. If your child does not receive shots due to medical or religious reasons we must have a doctor’s statement on file. If your child does not receive shots for religious reasons a written statement must be submitted to the school office each year.
Section VII: Emergency & Safety Procedures

Emergency Procedures

Our school follows detailed plans for emergencies (natural disasters, intruders, fire, tornado, etc.). By state law we have routine drills throughout the school year to practice safety procedures. If you have any questions, please contact the Front Office.

School Closures due to Weather

In the event that school should be dismissed early due to a power, water, or weather emergency, the school will issue a notification message will be sent home via the telephone and/or internet through our United Home Communication system concerning the emergency closing.

Trespassers

Trespassers are not permitted on school grounds. Any unauthorized visitor is considered a trespasser and will be subject to questioning by school staff. Trespassers will be asked to leave or be removed from the premises by IPS Police. Students who are suspended are not permitted on school grounds. Parents who create disturbances on school grounds or during school events will be asked to leave and could possibly face being barred from the building for one calendar year.

Custodial Rights

Court orders will be observed to the greatest extent possible. It is the parent/guardian’s responsibility to supply the school with copies of custody and visitation agreements to the school. We cannot institute what we do not know.

In Indiana, both custodial and noncustodial parent have access rights to a child’s records. The only exception to this is if parental rights have been terminated. Parents must provide this information to the school. Only the persons listed on the emergency contact list will be authorized to remove a child from school. If the person’s name does not appear on the emergency contact list, the parent/guardian must make arrangements with the school to have the student picked up by someone different. You must call the Front Office in order to make this change. NO ONE under 18 is permitted to sign a student out of school for any reason.
PARENT/GUARDIAN PROOF OF RECEIPT

FOR THE PARENT/GUARDIAN:

Directions for return of this form throughout the 2023-24 school year:

1.) Student and Parent/Guardian review and discuss handbook.

2.) Parent/Guardian signs handbook acknowledgement and reviews it with the student below to acknowledge that parent/guardian has reviewed and understands the handbook.

3.) Tear out this page from handbook.

4.) Student returns this page to homeroom teacher by August 31, 2022. New and transfer students registering after the start of the 2023-24 SY must return this acknowledgement page within one week of enrollment.

Printed Name of Student:

________________________________________________________________

Printed Name of Parent/Guardian:

________________________________________________________________

Signature of Parent/Guardian:

________________________________________________________________

Date: ___________________________________________________________________