



2020-2021

**PARENT & STUDENT
HANDBOOK**

**Jonathan Jennings Elementary
School 109**

**6150 Gateway Dr.
Indianapolis, IN 46254
317.226.4109**

**Principal: Kevin McMahan
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The purpose of this handbook is to answer some of the questions asked by parents concerning the operations and regulations of school. We have attempted to address many of the areas so that parents can be informed of school policies and procedures. You are encouraged to call the school office if you have any questions not answered in this handbook.

SCHOOL'S PURPOSE

Mission

The mission of Jonathan Jennings School 109 is to create a safe and caring environment where children are inspired and encouraged to become successful, respectful, literate, and independent citizens.

Vision

Jonathan Jennings School 109 challenges our students to surpass goals once thought unobtainable. High expectations are set for all stakeholders who are encouraged to be Committed, Communicators, Focused, Growing, Open-Minded, and Respectful with every choice and action made. We believe that success is the only option at 109!

Pledge

I pledge today to do my best in reading, math, and all the rest.
I promise to obey the rules, in my class and in my school.
I respect myself and others, too.
I expect the best in all I do.
I'm here today to learn all I can, to try my best, and be all I am.

This pledge is recited by rotating classrooms every day during morning announcements to reinforce the vision and mission of each student and teacher.

Goal Statements

1. All students will master basic math facts.
2. All students will be reading at or above grade level.
3. All students will have an attendance rate of at least a 97%.

E-LEARNING SPECIFIC

Student Schedules

(subject to change)

Kindergarten

	9:00-9:15	9:20-9:40	9:40-10:10	10:15-10:45	10:45-11:15	11:15-12:00	12:00-12:20	12:20-12:50
Hunt	SEL	ELA-Live	ELA-small group	Specials	Math-Live	Lunch/Recess	Math-small group	Lexia/Dreambox
Joyce	SEL	ELA-Live	ELA-small group	Specials	Lexia/Dreambox	Lunch/Recess	Math-Live	Math-Small group

1st Grade

	9:00-9:30	9:30-10:00	10:00-11:00	11:00-11:20	11:20-11:50	11:50-12:20	12:20-12:45	12:45-1:15	1:15-2:45	2:15-2:45
Peacock	SEL	ELA-whole group	ELA-small group	Recess	Lexia	Specials	Lunch	Math-Whole	Math-small group	Science/Soc. Studies
Chambers	SEL	ELA-whole group	ELA-small group	Recess	Lexia	Specials	Lunch	Math-Whole	Math-small group	Science/Soc. Studies

2nd & 3rd Grade

	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:45	12:45-1:15	1:15-1:45	1:45-2:15	2:15-2:45
2nd Winkel	Morning Meeting/ Second Steps/ SEL	Whole Group Math	Math small groups	Math small groups	Specials	Dreambox	Lunch and Recess	Whole Group ELA	ELA small group	ELA small group	Sci./ Health/ Soc. St.
2nd Coffey	Morning Meeting/ Second Steps/ SEL	Whole Group Math	Math small groups	Math small groups	Specials	Dreambox	Lunch and Recess	Whole Group ELA Nice-calls	ELA small group	ELA small group	Sci./ Health/ Soc. St.

3rd Ousley	Morning Meeting/ Second Steps/ SEL	Whole Group Math	Math small groups	Math small groups	Specials	Dreambox	Lunch and Recess	Whole Group ELA	ELA small group	ELA small group	Sci./ Health/ Soc. St.
3rd Gilligan	Morning Meeting/ Second Steps/ SEL	Whole Group Math	Math small groups	Math small groups	Specials	Dreambox	Lunch and Recess	Whole Group ELA	ELA small group	ELA small group	Sci./ Health/ Soc. St.

4th-6th Grade

	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:15
6 th grade Puzzello	Morning Meeting/ Second Steps/ SEL	Science	E/LA: Direct Instruction	E/LA: Small Group Instruction	E/LA: Small Group Instruction	Lunch/ Recess
5 th /6 th grade Sheehan	Morning Meeting/ Second Steps/ SEL	E/LA Direct Instruction	E/LA: Small Group Instruction	E/LA: Small Group Instruction	Social Studies: 5 th Lexia: 6 th	Lunch/ Recess
5 th grade Beard	Morning Meeting/ Second Steps/ SEL	E/LA: Small Group Instruction	E/LA: Small Group Instruction	E/LA: Direct Instruction	Science/ Social Studies	Lunch/ Recess
4 th grade Caswell	Morning Meeting/ Second Steps/ SEL	E/LA: Small Group Instruction	E/LA: Small Group Instruction	E/LA: Direct Instruction	Science/ Social Studies	Lunch/ Recess
	12:15-12:45	12:45-1:15	1:15-1:45	1:45-2:15	2:15-2:45	2:45-3:15
6 th grade Puzzello	Lexia/ Dreambox	Specials	Math: Direct Instruction	Math: Small Group Instruction	Math: Small Group Instruction	Remediation
5 th /6 th grade Sheehan	Lexia: 5 th Science: 6 th	Specials	Math: Direct Instruction	Math: Small Group Instruction	Math: Small Group Instruction	Math: Small Group Instruction
5 th grade Beard	Lexia/ Dreambox	Specials	Math: Direct Instruction	Math: Small Group Instruction	Math: Small Group Instruction	Math: Small Group Instruction
4 th grade Caswell	Lexia/ Dreambox	Specials	Math: Direct Instruction	Math: Small Group Instruction	Math: Small Group Instruction	Remediation

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Kdg.-2nd iPad Log-In Steps

Step 1: Log into your students iPad by following the included instructions. Your student's login information is listed on the device. Example (Username: @students.myips.org and Password has no leading zeros- EX. 7/14/2014)

Step 2: Find the Clever app on the home screen dock. If it asks for your school, type in Jonathan Jennings 109. The Select sign in as student. It will take you to an IPS log in page, where you sign in using the listed on your device.

Step 3: On the Clever screen, click on the Schoology icon. It may prompt you to sign into Schoology. If it does, use your log-in information.

Click on courses at the top. On that page, you will see all your courses for the year. Click on your attendance course, then click on updates on the left side. Click on the Join Microsoft Teams Meeting link.

Step 4: Select Sign in and join at the bottom of the screen. Sign in with your username and password and wait for your teacher to admit you to the room!

3rd-6th Chromebook Log-In Steps

Step 1: Log into your students Chromebook by following the included instructions. Your student's login information is listed on the device.

Step 2: Open the Google Chrome browser. Next to the address bar, click on the Clever icon. If it asks for your school, type in Jonathan Jennings 109. The Select sign in as student. It will take you to an IPS log in page, where you sign in using second log-in listed on your device.

Step 3: On the Clever screen, click on the Schoology icon. It may prompt you to sign into Schoology.

Click on courses at the top. On that page, you will see all your courses for the year. Click on your attendance course, then click on updates on the left side. Click on the Join Microsoft Teams Meeting link.

Step 4: Enter your name and wait for your teacher to let you in the room!

Special Area Schedule

Monday	Art- Kingsland	Media- Rozzi	Music- Matthes	PE- Simpson	SEL- Gaddis
10:15				109	111
11:00	100	101	102	103	
11:50		107	108		
12:45	204	206	207	208	209
Tuesday	Art- Kingsland	Media- Rozzi	Music- Matthes	PE- Simpson	SEL- Gaddis
10:15	111				109
11:00		100	101	102	103
11:50			107	108	
12:45	209	204	206	207	208
Wednesday	Art- Kingsland	Media- Rozzi	Music- Matthes	PE- Simpson	SEL- Gaddis
10:15	109	111			
11:00	103		100	101	102
11:50				107	108
12:45	208	209	204	206	207
Thursday	Art- Kingsland	Media- Rozzi	Music- Matthes	PE- Simpson	SEL- Gaddis
10:15		109	111		
11:00	102	103		100	101
11:50	108				107
12:45	207	208	209	204	206
Friday	Art- Kingsland	Media- Rozzi	Music- Matthes	PE- Simpson	SEL- Gaddis
10:15			109	111	
11:00	101	102	103		100
11:50	107	108			
12:45	206	207	208	209	204

GENERAL BUILDING INFORMATION

SCHOOL POLICIES

Arrival

Entrance: 9:00

Breakfast: 9:00

Tardy Bell: 9:20

Dismissal

Begins

3:43 Car Riders

3:47 Bus Riders and Boys & Girls Club

3:51 Walkers

Ends

3:55-4:00

Student Entrance and Dismissal

Car Riders

All student drop-offs, starting at 9:00, are located in the back of the school at Door 5. Pick-ups will also be in the back parking lot at Door 6.

Procedures

In order to keep the car rider drop-offs and pick-ups safe and moving quickly please do the following:

Drop-Off

1. Enter the driveway leading to the back of the building.
2. Stay to the right as you slowly travel around the lot.
3. Stop by the crosswalk in front of Door 5 where a staff member will be located to greet your student/s.

Note: Please stay in your vehicle and say your good byes before you stop to keep the line moving quickly.

Pick-Up

1. Enter the driveway leading to the back of the building.
2. Stay to the right as you slowly travel around the lot.
3. A staff member will be located on the sidewalk by Door 6. They will be looking for your assigned number which will be given to you the first week of school so please have it visible in your vehicle each day. If your number is not visible, we have to stop the line to ask for information which slows down the dismissal.
4. Once they have seen your number pull up as far as you can by Door 6. Your student/s will be called for and brought to your car.

Note: Some students may come out sooner than others. Leave space from the car in front of you so you can pull out.

5. Please remember that all cars MUST go through the car rider line in order to pick up your child. There are no exceptions.

For the safety of our students and out of respect for the school's procedures, no students should be dropped off or picked up anywhere on the street in front of the school property between the hours of 8:45 and 4:05.

Walkers

Students who walk to school will form a straight line on the sidewalk in front of Door 1. At 9:00 they will be allowed to enter the building and either go to breakfast or to their classroom. Students should not be arriving before this time especially on days when it is cold or raining. Students will be dismissed through Door 1 starting at 3:53. Parents who walk to pick up their students are invited to sit on the benches in front of the building to wait.

Bus Riders

Bus riders will enter the building through Door 1 at 9:00. You should receive information with your student's bus stop and pick-up and drop-off times. If you have any questions contact the school. If there are ever any changes, you will be notified by the school. Also note, riding a bus is a privilege, so please reinforce proper bus behavior with your child.

Bike Riders

We have a bike rack in the front of the building that can be used by the students. If your child will be riding a bike to and from school it is the parent's responsibility to ensure they have proper safety gear, know and follow traffic regulations, and have a way of securing their bike to the rack. Neither the school nor IPS will be responsible for lost, stolen, or damaged items.

School Year Calendar- <https://www.myips.org/students-families/school-year-calendar/>

Attendance

Regular attendance is important. Each day is planned for sequential learning and missing even one day will cause your child to miss a part of his/her learning. Please encourage your child to strive for excellent attendance. **Your child misses valuable instruction when tardy or absent. If your child is late, it also creates classroom disruption for everyone in the room.** It is important that your student is in school and on time each day because just completing missed assignments is no substitute for being in class to receive instruction.

Policy and Procedure:

If your child is well, he/she should be in school; if he/she is ill, he/she should be at home. Generally, your child will be sent home if he/she shows one or more of the following: elevated temperature, vomiting, pain in the chest or stomach, fainting, or injury. Parents must have a card on file with school listing the home phone number, work phone number, and the phone number of a relative or friend who will be responsible for caring for your child if you are unable to be contacted.

If your phone number changes please send in the new number so we can update our system.

Excused Absences:

Under the following circumstances, students may be excused from school attendance according to Indiana State Law:

1. Personal illness
2. Death in the family
3. Religious observance
4. Emergency or unavoidable medical or dental appointments - a note from your doctor is required for this to be considered an excused absence from class.

Absence Procedures:

1. Parents **MUST call school or send a note** when children are absent or tardy. **Any time out of school without an appropriate notification will be handled as unexcused time.** If the absence is prolonged, arrangements can be made for homework so that your child will not fall behind in the classroom. **To report your child's absence call 317-226-4109.** Please send a note to the teacher the next day of attendance.

2. Make-Up Assignments:

- a. Students with excused absences will be required to make up all work missed as a result of an absence and will have as many days as they were absent to do so.
- b. The responsibility for acquiring and submitting make-up work falls upon the student. Teachers should inform the student of their make-up work and indicate a "due-date".
- c. Absent students are encouraged to acquire the assignments from a classmate during the time they are absent. Parents may also call the school and request make-up work from the teacher.

3. Excessive absenteeism will not be tolerated. If the teacher suspects that a student should not be absent, the incident will be investigated by the school social worker. The necessary legal procedures

will be initiated to eliminate excessive absenteeism. These procedures will go into effect when a student has 3 unexcused absences. In addition, if a pattern of the student absence is noted, this will be cause to report a student to the proper authorities. To prevent this from happening; have your student in school every day and when they are sick call the school at 317-226-4109.

Tardy

Tardiness is disruptive and delays the classroom learning process. By stressing the importance of punctuality to your child, you will be helping us teach good working habits for our future citizens. The school doors open for all students at 9:00 AM. The tardy bell rings at 9:20 AM. All students arriving in their classrooms after the tardy bell rings will be considered tardy and must report to the office. The office personnel will issue a late pass.

Tardy Consequences

When a student arrives to school after 9:20 the student will sign in to ident-a-kid to log the occurrence and get their pass to class. The first five steps are:

1. Sign Plan
2. Warning
3. Warning
4. Parent Contact
5. Detention

Irregular Dismissal/Sign Out

If you must pick up your child from school at any time other than regular dismissal time, send a note to your child's teacher given the time and the reason. When you come to school to get your child, you will be asked to sign out your child in the office. (This is for the protection of your child.) Your child will be called to come to the office. Children must be released from the office and will not be released from the classroom. Children must be picked up from the office and will not be permitted to meet their parents outside the school building. You or your designee, who is at least 18 years old, must sign to release your child. Children will not be released to anyone other than a parent or guardian unless we have confirmation from the parent or guardian. Our instruction goes from bell to bell, so regular early dismissals will not be allowed except in extreme circumstances. **In addition, to maintain high levels of instruction, order, and safety, students will not be allowed to be signed out after 3:35 except in emergencies.**

Contact and Emergency Information

If you have moved or your home, cell, work, or emergency telephone number changes, please let us know. It is crucial that we have current information to reach you or your designee in case of an emergency.

Vaccinations and Immunizations

The State of Indiana requires Vaccinations/Immunizations for all children. They must be completed upon entering school. If the requirements are not met, the law states that your child may be excluded from school.

Medication Form

Parents authorizing the school to dispense medicine to those children needing medication at school must complete an IPS medication form. ALL medicine must be kept in the office.

Visitors to School and/or Classroom

All visitors must first report to the office. Any individual who is not a Jonathan Jennings staff member, including friends and relatives, are considered visitors.

Parent Visitation and Teacher Conferences

We have an open door policy and parents are welcome to visit classrooms at any time. However, we feel that maximum effectiveness will derive from the visits if the following ground rules are followed:

1. Parents must stop at the office for a pass to visit. (For building security reasons.)
2. If you wish to discuss your child's work or any other issues with the teacher, please arrange a conference time either before school, after school, or during teacher prep times rather than using instructional time.

Volunteer Program

Many parents of students at Jonathan Jennings School #109 are finding it rewarding to help their children and all students by serving as volunteers in the school. These parents are involved in a variety of activities, such as reading and math tutors, serving as classroom and general school volunteers, as well as a variety of other tasks. These activities are an important addition to the instructional program offered to students. If you have the time, please volunteer by calling our parent involvement educator, Miss Maria, at 226-4109 and/or by completing the Online Volunteer Application at <https://www.myips.org/get-involved/volunteer/>.

Dress Code

The IPS District Dress Code, found at <https://www.myips.org/students-families/uniforms/>, will be followed and enforced.

The Indianapolis Public Schools' dress code isn't just about how students look; it's about how students behave and achieve. Proper attire is the first step in creating a classroom environment that provides a laser focus on instruction, not fashion. Students, parents and staff continue to share stories of the benefits of the dress code – from spending less money on clothing to enjoying stress-free mornings when preparing for school. Students are to be dressed in appropriate attire beginning the first day of the school year.

Legend: ▲ Females ● Both Genders

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/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

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

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

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)

Dress Code Procedures

All students are expected to comply with the code so failure to come to school without the proper attire will result in disciplinary action. When a student arrives to school out of dress code the homeroom teacher will note the date and type of infraction in the Dress Code Log. The Dress Code Infraction process includes the following steps:

1. Verbal Warning
2. Parent Contact (parents notified that one more infraction will result in an after-school detention)
3. After-School Detention

Physical Education Apparel

Tennis shoes or soft-soled shoes are required to participate in physical education classes. Appropriate dress will count towards a portion of the PE grade.

Personal Property

Care of personal property is an ever-present problem as it is stolen, lost, damaged or misplaced. We expect each child to be responsible for his/her own belongings. School personnel will not be responsible for lost or damaged items brought to school without written authorization.

MP3 players, electronic games or games systems, cell phones, or similar devices are not allowed in school. Items that could potentially inflict injury and are not issued as part of school equipment are also not allowed. Students are not to bring toys (i.e. balls, jump ropes, etc.) without the teachers' permission. Students, who chose to bring any non-school related items will have them confiscated by the principal.

The general rule is, if it's not for school or school-related, it needs to stay at home.

It is the responsibility of the student to inform parents about any confiscated items or electronics. It is the parents' responsibility to come to school to retrieve the item. Items not collected by the end of the school year will be donated or discarded.

We do understand that some students may have a cell phone for safety purposes. If this is the case, the phone needs to be given to the teacher first thing each morning to lock up or be turned off and left in their book bag. It should never be seen or heard.

Class Parties

In Kindergarten through 6th grade, there will be two main parties: 1. Winter Holiday and 2. Valentine's Day. Parents will be notified at the time of the parties if there are any supplies or assistance needed. Please communicate with teachers in advance if you choose to provide items for any other parties or events such as birthdays.

According to the Board of Health Rules, food should be purchased not homemade.

Lost and Found

It would be helpful if personal school materials, lunch boxes, coats, etc. were properly labeled with name and room number. A lost and found will be available in the office. Any item left over a month may be discarded.

Telephone Usage

The school telephones are business telephones and are not for 300 plus students to use. If the child becomes ill, the office personnel will make the call to the parent. Leaving books at home is not considered an emergency so please make sure students have all needed materials before leaving home.

Book Rental

An *Application for Educational Benefits* will need to be completed to receive textbook assistance for those students not directly certified because of qualifying for SNAP. The application looks very much like the meal and textbook application of previous years. You should plan to pay the fees for your child(ren) immediately. **All textbook rental fees not paid will be turned over to a collection agency. All collection and legal fees become the responsibility of the parent or guardian.**

Check Policy

When sending a check to school for TEXTBOOK RENTAL, please make your check payable to BOARD OF SCHOOL COMMISSIONERS. Please indicate the name of the child on the check.

Text Books

Sets of rental books will be issued to each student attending School #109. Each student will be responsible for the care of these books for the entire school year. Students will have to pay for any book that is LOST for DEFACED in any manner, so please refrain from loaning your books to other students.

CAFETERIA INFORMATION

Meal Cost

All students will be offered breakfast and lunch at no charge; not just those who qualify.

Breakfast

Breakfast starts at 9:00 AM. Children eating breakfast should go directly to the lunchroom. Students eating breakfast need to be at school early to prevent being tardy to class. Students who are receiving multiple tardies may not be admitted to the cafeteria after 9:15.

Lunch Periods

Lunch	Grades	Time
A	4 th -6 th	11:30-12:00
B	2 nd -3 rd	12:10-12:40
C	Kdg.-1 st	12:50-1:20

*Times and groups are subject to change

Cafeteria Rules

The lunchroom is an attractive, clean, public eating-place. Keeping it that way is the responsibility of every student. Tables are assigned on the first days of school and students are expected to sit at the assigned table for the entire year unless told otherwise by a staff member. Students will enter and leave silently and unless the situation changes they will be allowed to talk quietly while they eat.

Students may bring in their own lunch which consists of a protein but please do not send soda or other sugary drinks. **In addition, students are not allowed to bring in only extra snacks, such as chips or candy, to eat along with the provided school lunch. Any items such as these may be taken and/or discarded.**

Cafeteria

Respect	Responsibility
<ul style="list-style-type: none">• Remain silent until all students are seated with their lunch and/or the lights are turned.• When the lights are on engage in appropriate conversation at your assigned table using a normal voice level• Use good table manners• Keep your hands, feet, and objects to yourself• Follow all directions from adults	<ul style="list-style-type: none">• Enter north/second door silently• Retrieve all food and items needed prior to exiting cafeteria line• Stay in the correct order• Report directly to assigned table or seat when leaving cafeteria line.• Wipe spills, pick up litter, and throw away all trash• Take a book to read (2nd-6th)

Some simple rules of courteous behavior, which will make the meal time a pleasant experience, are listed below:

1. **Observe good dining room manners at the table.**
2. **Speak quietly when necessary to help keep the noise level down.**
3. **Sit in the assigned seats at all times.**
4. **Leave the table and the surrounding area clean and orderly.**
5. **Put trash in proper containers.**
6. **Students cannot leave the cafeteria without permission from the staff member on duty.**

ACADEMIC AND SOCIAL ACHIEVEMENT

Grading Periods and Progress Reports

Interim Progress Reports give students, parents, and teachers a great opportunity to work together to address any concerns before the end of the grading period. Report cards are sent home to parents at the conclusion of each nine-week period. The purpose of the report card is to inform the parent of weaknesses shown by the student in a subject that could result in failure in a class. You should expect report cards approximately one week after the end of the grading period. If you do not receive either of these, please contact the school.

Grading Periods	Midterms Sent Home	Honors Day: 3 rd -6 th at 1:30 and Kdg.-2 nd at 2:00
1 st 8/17/20 through 10/14/20	Thursday, 9/10/20	Friday, 10/23/20
2 nd 10/19/20 through 12/17/20	Thursday, 11/12/20	Friday, 1/8/21
3 rd 1/4/21 through 3/26/21	Thursday, 2/4/21	Friday, 4/9/21
4 th 4/5/21 through 6/3/21	Thursday, 4/29/21	TBA

Other announcements, reminders, notices, and information from the school and central administration office are frequently sent home by the way of the students. Please check your child's book bag daily for these items. **To assist in efficient communication, general information will be sent home on blue paper. Anything that needs to be signed and/or returned to school will be sent home on yellow paper.**

Jonathan Jennings Elementary School will follow the IPS Board approved grading policy below:

Starting with the Why:

- Due to the new racial equity policy that IPS has adopted, we want to make sure that our actions align with what we said we would do to promote racial equity and expand opportunities for all of our students.
- After analyzing our district's Attendance data, on-track data, and graduation rates, our data shows that we are significantly behind the state on these metrics and there are glaring achievement gaps between black students and other demographic groups.
- We need to ensure our grading policy reinforces student performance and not student compliance/behavior.
- We need to know how students are doing consistently so we can intervene early and often.

The No-Zero Policy

- For Schools that use letter grades, the following would be your grading scale:

GRADING SCALE	
A	100-90
B	89-80
C	79-70
D	69-60
F	59-50
Lowest F	50

Rationale:

- Rationale: There is a 10-point spread for each grade, from 100 down to 50.
- The scale stops at 50. This is the equivalent of a 0. You can't get a lower grade.
- Several students fail courses for compliance reasons. Students miss work and teachers will assign zeros.
- If a student has accumulated zeros and if classwork/homework is equally weighted in the gradebook, a student's chance to pass a course or stay on track is extremely diminished.
- Implementing a no zero policy gives students opportunity to improve their grade and the grade can be more reflective of mastery vs. compliance.
- You must have a MINIMUM of a C average to apply to most colleges and/or universities.

Parent Teacher Conferences

Achieving the highest level of student success demands a close line of communication and understanding between the parent and the teacher. This can be accomplished through individual parent-teacher conferences that may be initiated by either parent or teacher. It is usually best if the conferences are set by appointment. Calling the school office, sending the teacher a note, or writing a note on the progress report ensures an adequate amount of time can be set aside for the meeting.

Parents In Touch (PIT) Days:

Wednesday, September 25, 2019 and Wednesday, March 4th, 2020

There will be no school for students on this days so teachers and parents can concentrate on the children. PIT is a successful and beneficial system-wide program of scheduled parent/teacher conferences. The school will send home a notice and request an appointment time with the parent. This is a special time provided by IPS for parents to meet privately with the teacher to discuss their child's academic progress and school adjustments.

Homework

Homework assignments are given and are the responsibility of the student. If a student misses class, it is also his/her responsibility to find out what work he/she must make up. Please arrange with your child's teacher for instructions concerning make-up work for time missed. Individual teachers will provide details. It is most helpful if the teacher can be given 24 hours' notice to compile homework for a child who will be absent for more than one day.

STUDENT BEHAVIOR

Character Counts at Jonathan Jennings School 109

We believe that students need a full rounded education. In addition to academic studies, Jonathan Jennings School 109 concentrates on helping students become people of character. We encourage boys and girls to learn qualities of being a responsible people of character be being **committed, communicators, focused, growing, open-minded, and respectful**. We ask that you join us in preparing each child to become a person of character.

School-Wide Expectations

Entrance

Respect	Responsibility
<ul style="list-style-type: none">• Enter school silently and remain silent in halls• Keep your hands, feet, and objects to yourself• Walk in a straight line on right side of hallway at all times• Follow all directions from adults	<ul style="list-style-type: none">• Car Riders dropped off at Door 5• Walkers enter through Door 1 and should not arrive prior to 8:40• If eating breakfast report directly to the cafeteria otherwise go directly to your classroom• Remove hats, gloves, and non-dress code approved items immediately when entering building• Bring all and only school learning materials with you every day

Hallway

Respect	Responsibility
<ul style="list-style-type: none">• Walk in a straight line on right side of hallway at all times• Stand in a straight line, facing the front• Remain silent or speak in a normal voice (when needed)• Keep arms crossed or at your sides• Keep your hands, feet, and objects to yourself• Walk in a straight line on right side of hallway at all times• Follow all directions from adults	<ul style="list-style-type: none">• When not with an adult you must have a pass• Pick up litter

Restroom

Respect	Responsibility
<ul style="list-style-type: none">• Stand silently in straight line until it is your turn• Keep your hands, feet, and objects to yourself• Follow all directions from adults	<ul style="list-style-type: none">• There should be a monitor and no more than 3 others students in the restroom at all times• Flush toilet after use• Wash your hands after using restroom with 1 pump of soap and 3 pumps of paper towel• Place paper towels in trash cans after drying hands• Report any issues to the teacher

Playground

Respect	Responsibility
<ul style="list-style-type: none">• Take turns and share equipment• Play by the rules• Keep your hands, feet, and objects to yourself• Follow all directions from adults	<ul style="list-style-type: none">• Exit through Door 3 in a straight line• Wait to be dismissed by teacher• Stay within the playground boundaries• Use equipment for its intended purpose• Line up when the signal is given

Assemblies, Convocations, and Programs

Respect	Responsibility
<ul style="list-style-type: none">• Enter and exit silently• Sit with your legs crossed and your hands in their lap• Be an active listener with your eyes and ears• Applaud at the appropriate times in an appropriate manner• Wait quietly to be called to return to the classroom• Keep your hands, feet, and objects to yourself• Follow all directions from adults	<ul style="list-style-type: none">• Be careful and prepared if presenting or performing• Clean up items, pick up litter• Use chairs appropriately

Dismissal

Respect	Responsibility
<ul style="list-style-type: none">• Walk in the halls and exit silently• Keep your hands, feet, and objects to yourself• Walk in a straight line on right side of hallway at all times• Follow all directions from adults	<ul style="list-style-type: none">• Report directly to your assigned area: Car Riders- Cafeteria Bus Riders- End of Hallway then out Door 1. Boys and Girls Club- Cafeteria Walkers- Out Door 1 with homeroom teacher• You may not re-enter the building after you leave• Take all needed learning materials home

Discipline & PBIS

School-Wide Classroom Consequences

- Verbal Correction
- Verbal Warning
- Think Sheet, Extra Assignment, Loss of Recess/Privilege, Time Out
- Parent Contact
- Principal's Office

Possible Administrative Consequences

- Time Out
- Parent Contact
- Student, Teacher, and/or Parent Conference
- In-School Suspension (ISS)
- After School Detention
- Saturday School
- Out of School Suspension (OSS)
- Restitution

Incentives and Awards

- Positive Office Referrals
- Blue Lanyards
- Pencils, Ribbons, and Certificates
- Jennings Jewels
- Traveling Plaques
- Positive Phone Calls
- Parties and Celebrations
- PA Recognition
- Honors Days
- Jayhawk Jams

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration therefore all rules and regulations are developed and enforced with this thought in mind. **School rules apply on the school ground, going to and from school, and at any event where our school is represented regardless of location.**

One form of a disciplinary consequence is the Student Behavior Adjustment Center (SBAC)/In-School Suspension (ISS). If a student is sent there for two separate infractions in one week or if they accumulate three visits total throughout the year, the student may receive a possible one day out-of-school suspension. We are also implementing after-school detention on Mondays through Thursdays from 3:55-5:00 and perhaps even Saturday School as a possible alternative to suspension. These are possible consequences for infractions including but not limited to repeated minor infractions, failure to complete assignments, repeated dress code infractions, and excessive tardies. It is also an option to have parents pick up their students or even stay with their students.

Student Conduct

Students know what good conduct is and how to attain it. It simply means behaving as a young lady or gentleman at all times. Students who are able to keep the few simple rules that are established will be the ones who will enjoy school and will be considered good school citizens.

The IPS Student Code of Conduct (SCC), found at <https://drive.google.com/file/d/1UYYVQWhYA9YSfH5zmEC6lrDaja7pGAzh/view?pli=1> is important for all members of the school community to read and understand. When all partners know, understand and follow the SCC, they help ensure schools are respectful and productive places for all students to learn at high levels. The SCC applies to students at all times during the school day, while on school property (including before and after school programs), while traveling to and from school (including bus stops), at any school-related event and when students use the district's electronic network services.

It is the responsibility of the parent or guardian to instill within the individual child proper standards of acceptable school behavior. The Parents, too, should insist that the child follow the rules of the school at all times.

1. The public school teachers and authorities of the school stand in loco parentis (acts in place of parents) of the child. They are the parents while students are at school.
2. School authorities have the power and responsibility of governing the schools under their control.
3. When student's behavior disrupts learning or safety, either to him/herself and/or others, the teacher and/or school officials are obligated to investigate the cause of such behavior and initiate remedial actions, including immediate contact with the parents.
4. Every student has an obligation to do everything possible to insure that School 109 is a safe and secure place to go to school. We will not allow bullying of any kind in this school. Any student can report a bully at any time either in person or secretly via a note to any adult in the building.

Any student is subject to suspension or expulsion for threatening or intimidating others or urging other students to engage in such conduct. Students who threaten others with the use of a weapon will be referred to the IPS Police Department or the Indianapolis Metropolitan Police Department and may be arrested and/or expelled.

Bullying

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-13.5 and IPS Board Resolution No. 7520. 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.

Bullying is defined as deliberate, repeated acts or gestures by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm another student or group of students. Bullying can take the form of spoken words, written or electronic communications, physical acts or any other type of behavior that fits the definition above. 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 a school staff member. Upon receiving the report, the incident will be investigated at the building level and consequences will be applied, as appropriate, consistent with Board's policy entitled "Student Discipline."

Students' Responsibilities

1. Be physically ready for school. Get plenty of rest, eat properly, and practice good hygiene.
2. Be mentally ready for school. Come with the desire to learn and strive for excellence at all times.
3. Attend school each day that school is in session.
4. Report to school on time.
5. Have the necessary supplies and materials.
6. Be attentive and alert.
7. Follow directions. Read and listen to directions carefully before attempting an assignment.
8. Respect the teacher's authority. Cooperate at all times.
9. Complete each assignment to the best of your ability.
10. Seek assistance from your teacher when you do not understand assignments.
11. Take pride in your work. Prepare each assignment with care.
12. Show respect for other students.
13. Learn to work independently of others and cooperate with others whenever necessary.
14. Be prepared to participate and be enthusiastically involved in every learning activity.
15. Respect school property and the property of others.
16. Spend some time each day reviewing your work assignments.
17. Be able to explain the work you have done.
18. Develop and maintain acceptable work and study habits.
19. Exhibit self-control at all times.
20. Expect consequences if you fail to be responsible in the learning process.

Jonathan Jennings School 109 is a “fight free” zone. Everyone has the responsibility of maintaining the peace at our school. Students must communicate their need for help with an aggressive classmate to an adult before a problem gets out of hand.

BUILDING CARE

Please do your part by keeping the building and surrounding area clean. Wastebaskets are placed throughout the building to receive wastepaper and other refuse. Marking, defacing, or otherwise being destructive of school property is unacceptable. You will want to be one who helps protect our school from such destruction. Take pride in your beautiful building and keep it clean and ready for inspection at all times by the many visitors we expect during the year. **Chewing gum is a tremendous custodial problem in a school; therefore, GUM IS NOT PERMITTED AT SCHOOL. Any gum brought to school will be disgarded.**

TITLE IX POLICY FORBIDDING SEX DISCRIMINATION AND HARASSMENT

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, is located at 120 E. Walnut St., Room 114A, Indianapolis, IN 46204. The IPS Title IX Coordinator is Kim Kennedy, (317) 226-4644, kennedyk@myips.org

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.

Guidelines

The Superintendent's administrative guidelines are available at BoardDocs at <http://www.board.ips.k12.in.us/index.php?id=4233>.

Política de Title IX Prohibiendo la Discriminación Sexual y el Acoso Sexual de los Alumnos **Política en contra de la discriminación sexual**

De acuerdo con la ley aplicable, incluyendo Title IX de las Enmiendas Educativas del 1972 y la Ley de los Derechos Civiles, es la política de las Escuelas Públicas de Indianápolis que ningún alumno se excluya de participar en, se niegue los beneficios de, o sea sometido a discriminación en cualquier programa educativo o en actividad basada en el sexo del alumno. Un alumno no debe de ser limitado, basado en el sexo, de disfrutar de cualquier derecho, ventaja u oportunidad, incluyendo los cursos, actividades extracurriculares, beneficios y de instalaciones deportivas u otras.

Prohibición en contra del acoso sexual

La política en contra de la discriminación sexual incluye una prohibición en contra del acoso sexual. El acoso sexual consiste en insinuaciones sexuales, gestos de tono sexual, solicitudes de favores sexuales, u otra conducta o indicación de naturaleza sexual tanto verbal o física y que no se acoja o que limite o niegue al alumno, basándose en el sexo, de participar en o beneficiar del programa educativo.

Esta política prohíbe el acoso sexual por un empleado o agente de IPS, por otro alumno, y por terceras personas que se pongan en contacto con los alumnos en la escuela o en las actividades escolares. Esta política también prohíbe que ningún empleado esté en un salón cerrado con un alumno.

Coordinador de Title IX

La Coordinadora de Title IX de IPS, quien es responsable de asegurarse de la conformidad de IPS' con el Title IX y que dirige las investigaciones de las quejas es Kim Kennedy, 120 E. Walnut St., Room 602B. Indianapolis, IN 46204, (317) 226-4644, kennedyk@myips.org.

Presentando una queja

Se sugiere que los padres y alumnos sometan la queja o provean información sobre la discriminación sexual o el acoso sexual sospechado lo más pronto posible para que IPS pueda tomar la acción apropiada para resolver la situación. El padre o el alumno debe de plantar la queja oralmente o escrita al administrador de la escuela, consejero de la escuela, a la trabajadora social, o directamente a la Coordinadora de Title IX. La queja debe de ser presentada lo más pronto posible luego del incidente, preferentemente antes de los diez días que los padres hayan sido notificados de la discriminación sexual o el acoso sexual. Sin embargo, IPS acepta las quejas después del período de los diez días.

Investigación y acción correctiva

La Coordinadora de Title IX investigará inmediatamente o dirigirá la investigación de las quejas y el reporte de discriminación sexual o acoso sexual. La investigación se completará lo más pronto posible. Dependiendo de la naturaleza y complejidad de lo que se trata, generalmente no debe de tomar más de 30 días.

Después de la investigación, la Coordinadora de Title IX reportará el resultado al Superintendente, incluyendo, donde sea apropiado, recomendaciones razonables, oportunas, apropiadas para la edad y las acciones efectivas correctivas. El Superintendente puede imponer una disciplina incluyendo una recomendación del cese del empleado o la expulsión del alumno. La Coordinadora de Title IX le avisará al Reclamante y a la persona acusada de mala conducta en escrito si las alegaciones fueron corroboradas.

La decisión del Superintendente es final a menos que el empleado o el alumno tenga el derecho establecido por la ley de desafiar la recomendación del Superintendente por la expulsión o el cese o si el empleado tiene el derecho de negociar colectivamente para desafiar la imposición de la disciplina.

Directrices

Las directrices administrativas del Superintendente están disponibles en BoardDocs en <http://www.board.ips.k12.in.us/index.php?id=4233>.

NOTICE OF NON-DISCRIMINATION

Indianapolis Public Schools (IPS) does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in its programs and activities. For inquiries regarding the non-discrimination policies, please contact the Human Resources Division, 120 E. Walnut St., Room 103, Indianapolis, IN 46204, (317) 226-4150.

SECTION 504

For all inquiries regarding Section 504 compliance, please contact the Office of Special Education, 120 E. Walnut St., Room 602D, Indianapolis, IN 46204, (317) 226-4406, or the Human Resources Division, 120 E. Walnut St., Rom 103, Indianapolis, IN 46204, (317) 226-4150.

YOU ARE WELCOME HERE!

I operate on the open-door policy so please bring any highlights or concerns to my attention. I want the very best for your child and this requires your help by visiting them at school as often as you can! The more involved you are in their education, the more successful we will all become. Thank you!

Mr. Kevin McMahan, Principal