2015-2016 General Information

School name: Theodore Potter Elementary - International Spanish Academy
School number: 74
Magnet School focus: Spanish Language Immersion
School colors: Red/White
School mascot: Toro
School address: 1601 E. 10th St.
Indianapolis, IN 46201
School phone: (317)-226-4274
Fax: (317)-226-3421

School Day:
Students will be allowed into the school no earlier than 8:40
8:40 – 9:00 Breakfast
9:00 Student pick up in the gym 9:10 Morning announcements 9:15 Tardy Bell
11:30 – 1:30 Lunch/Recess
3:50 Dismissal

Atmosphere:
It is the responsibility of all Parents and Students to contribute to a school atmosphere that is warm, inviting, safe and conducive to the learning process. To achieve this please practice the following.
1. Demonstrate a positive attitude.
2. Set high expectations for yourself and those around you.
3. Model proper behavior at all times.
4. Observe good housekeeping.

Student Conduct:
Students are to understand the reason for attending school is to learn. They should also understand that their conduct could have a strong affect on their learning as well as the learning of others. There are character skills to practice, school and classroom rules to follow, and consequences for those choosing not to follow the rules.

School Rules:
Rules are in place to assure all students the opportunity to learn in a safe learning environment. The following will apply to many but not all situations that may arise.
1. Students will tolerate and accept individual, physical and cultural differences among others.
2. Students will refrain from any type of violence either actual or perceived.
3. Students will respect the property of the school and others.
4. Students will follow classroom, hallway, and cafeteria rules.
5. Students will comply with the district dress code.
6. Students will possess only those materials that pertain directly to their education.
Choosing not to follow the school rules will result in consequences including but not limited to those outlined in the district code of conduct.
Minor infractions will be dealt with according to individual classroom management plans.
Major infractions will be referred to and dealt with by the principal.
2015-2016 Parent Responsibilities

Parents are to assure students are prepared for and attend school every day it is in session. Make every attempt to limit or eliminate late arrivals and early departures as well as scheduling appointments during school hours. Excessive tardies, early departures and/or absences may result in legal consequences.

Please keep the school informed as to your current:

- Address
- Telephone number
- E-mail
- Place of employment and phone number
- Childcare phone number and address
- Emergency contacts
- Instruct your child as to where to go or what to do when he or she arrives home and finds no one there. This is especially important in case school should be dismissed early due to inclement weather or for some other essential reason.

Send a note or call office when:

- You are taking a trip.
- You are picking your child up after school. **CALLS MUST BE MADE PRIOR TO 3:00 PM**
- Your child has a dental and/or doctor appointment.
- You are giving permission to stay for an activity.
- Any situation exists that might cause anxiety for your child or change in his/her normal routine as it relates to school.

Questions and concerns about classroom activities, procedures or issues are to be directed to the teacher.

Frequently asked:

**May a parent request their student be assigned to a specific teacher?**

*Students are assigned to homerooms according to need, scheduling, and teacher recommendation. The principal will assign all students. It is not the policy of the school to change assignments after the start of school.*

**Are parties and/or treats for a celebration allowed?**

*There are a few all-school celebrations scheduled throughout the year. Due to limited instructional time and district wellness policies, we do not allow for individual birthday celebrations.*

**Is there a lost and found?**

*Yes, most items are placed in a box located in the cafeteria. Electronics will be held in the office and food items will be disposed of immediately.*

**Do students have to wear uniforms for school pictures?**

*Most students will follow the uniform dress code every day including for school pictures. However, students may wear formal or dress clothes for their pictures.*

**May students ride home on a different bus with a friend?**

*NO – under no circumstances will this be allowed.*
May people other than parents visit and/or take students from school?
No student will be allowed to leave school grounds with anyone other than a parent unless detailed written information and signed permission has been submitted to the office.
Anyone wanting to visit or take students from school must have up-to-date contact information listed on the student’s contact list.

How are families notified about school delays, closings, or other situations?
School delays and closing will be posted on the district website, on the school website, and announced through live and social media. Do not call the school to ask about delays or closings.
If weather or bus issues result in students arriving home late from school an automatic phone call will be sent out to those who are directly affected.

How is perfect attendance defined?
Perfect attendance is defined as 180 days of no late arrivals, early departures, or absences from school.

May parents or family members attend field trips with students?
The teacher determines the need for parent chaperones. Most field trips will not require or have room for parents to join.

How will parents be informed about student grades, activities, school news, and special events?
The school will make all attempts to send a school newsletter at least every two weeks.
Teachers will send home newsletters, progress reports, and grade cards.
The school will maintain its website so that it is up to date.
Changes and cancelations will be announced to the students, automated phone calls made, and the website and/or social media will be used when applicable.

Do students receive Art, Music and Physical Education classes?
Yes – Music and PE 2 times per week for 30 minutes each time
Art 1 time per week for 60 minutes

Are students allowed to bring cellular phones, tablets, or game systems to school?
There is absolutely no reason for any student to bring any electronic device or toy to school.
In the case of phones:
Students who bring phones to school MUST leave them in their backpack and leave them turned off.
Phones will be confiscated and held in the office if a student is found using it, if it can be seen in a pocket, or if it makes noise during the day.
It is the responsibility of the student to inform parents about any confiscated electronics. It is the parents’ responsibility to come to school to retrieve the item. Items not collected before the end of the school year will be donated or discarded.
2015-2016 Dress Code

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 are to be dressed in appropriate attire beginning the first day of the school year. Through uniformity there is still an opportunity for individuality to shine.

Elementary students must dress in compliance with the following.

**Shirts/Blouses:** Dress or Polo-style: Solid Colors: Collared, Turtle Neck/Mock Turtle Neck:
Long/Short Sleved:

**Pants/Shorts/Skirts/Capris/Jumpers:** Solid Colors Khaki, Black, or Navy Blue (No Denim/Jeans)

**Sweaters/Sweater Vests/ Fleece Jackets/Sweatshirts:** Solid Colors: Worn over approved shirt/blouse (No hooded fleece jackets or sweatshirts)

**Pants/Shorts/Skirts/Capris/Jumpers:** Solid Colors Khaki, Black, or Navy Blue (No Denim/Jeans)

**Shoes/Boots:** Covered heal and toes

**Socks/Tights/Leggins:** No restrictions on socks  Tights/Leggins must be Solid Colors

**Pants/Shorts/Skirts/Capris/Jumpers:** Solid Colors

**Belts are required for grades 2-8:** Any color: Fabric or Leather: No Logos

Complete dress code brochure is available on the district website.
http://www.myips.org/dresscode

The Theodore Potter School Community believes the school dress code:
1) promotes a more serious school atmosphere which emphasizes academics and promotes good behavior.
2) has proven to increase student achievement by encouraging students to concentrate more on their education and less on their wardrobe and less pressure to keep up with expensive trends and fashions.
3) reduces social conflict and peer pressure that may be associated with appearance.
4) can reduce the prevalence of certain behaviors which are often expressed through wardrobe.
5) still allow students to wear what they want which leaves students with a sense of choice and expression.

Dress code compliance is up to the digression of the staff. If a student’s attire is in question staff members will determine if it does comply, if it distracts from the educational process, or draws undue attention to the student. The principal will then make a final decision. Students found to be out of compliance will be brought to the office and contact their parents to arrange proper attire may be brought to them immediately.

Commonsense prevails when it comes to choosing what to wear. If there is any doubt that a student’s attire may be out of compliance, don’t wear it.
2015-2016 Student Conduct

Student Conduct: A copy of the district student code of conduct will be made available online

Students are to understand the reason for attending school is to learn. They should also understand that their conduct could have a strong affect on their learning as well as the learning of others. There are character skills to practice, school and classroom rules to follow, and consequences for those choosing not to follow the rules.

School Rules:
Rules are in place to assure all students the opportunity to learn in a safe learning environment. The following will apply to many but not all situations that may arise.

1. Students will tolerate and accept individual, physical and cultural differences among others.
2. Students will refrain from any type of violence either actual or perceived.
3. Students will respect the property of the school and others.
4. Students will follow classroom, hallway, and cafeteria rules.
5. Students will comply with the district dress code.
6. Students will possess only those materials that pertain directly to their education.

Choosing not to follow school rules will result in consequences.

Minor infractions will be dealt with according to individual classroom management plans. Major infractions will be referred to and dealt with by the principal.

Cafeteria Conduct:

1. Students will arrive to lunch and remain silent until invited to enter the cafeteria.
2. Students will remain in and sit in the order they enter the cafeteria.
3. Students will observe all school rules and the instructions of the cafeteria monitors.
4. Students will speak to others in a quiet voice.
5. Students will NOT trade or sell food.
6. Students will clean up after themselves and assure their area is ready for the next person use.
7. No food leaves the cafeteria.

Bus Conduct:

School buses are an extension of School 74. All school rules and expectations for appropriate behavior apply. Riding the bus is a privilege that may be revoked due to misconduct.

1. Students will board and exit the bus in a safe orderly fashion.
2. Students will respect the bus driver and follow all driver instructions.
3. Students will observe all bus rules.
4. Students will remain seated at all times, speak to others in a quiet voice, and behave in a manner that does not distract the driver
5. Students will NOT make trades, sell items, or eat food while on the bus.
6. Students are responsible for all personal belongings brought onto the bus.

Recess/Playground Conduct:

Recess time and the use of the playground is a privilege. Students are expected to act appropriately towards each other as well as use the equipment as it was designed.

1. Students are to play with SAFETY in mind.
2. Students should keep their hands and feet to themselves.
3. Contact sports are not allowed.
4. Students will take turns when appropriate.
5. Students will follow adult directions immediately when given.
2015-2016 Communication

Telephone Calls and E-Mails
No phone calls will be transferred to the classroom during the day except in the case of emergency. The importance of communication with parents cannot be overstated. Simply picking up the telephone and calling the parent can easily avoid most problems and/or issues. Teachers are expected to return ALL parent phone calls, notes or e-mails within 24 hours.

Home Communication
Communication with parents is extremely important. Parents need and have a right to know about their children’s progress, problems, and accomplishments. Potential problems can be avoided if a good two-way communication exists between the parent and teacher. A good way to foster successful communication with the home is through a classroom newsletter. Each classroom/grade level will provide a weekly newsletter. These should be sent home with students. The purpose is to inform parents of the activities in your classroom and to recognize achievement.

Parent Access to Student Information via the Internet – IPS has the technology to make student records and information available to parents via the Internet. Each teacher is to maintain and make available electronically at least the minimum required information. i.e. student assignments, grades, attendance, etc.

School News Letter
The school newsletter is published every other Friday or the last day of the school week. Copies must be sent home with every student. Items for the newsletter must be submitted by Noon on Wednesday.

Computer Usage
Every staff member has access to at least one classroom computer. These computers are to be used for school purposes in accordance with IPS policies. Failure to comply with the acceptable use policy could result in disciplinary action and/or termination of employment. E-mail accounts are set up for every staff member. It is your responsibility to check your account for e-mail messages on a daily basis and respond during your prep, lunch, or before and/or after school. There may be critical times when office personnel will direct you to check your e-mail during class. During instructional periods, you must limit computer use to instructional purposes only. (For example, PowerPoint presentations, streaming videos, and whole group technology instruction and occasionally for grading purposes)

It is expected that each teacher include technology as a teaching tool in his or her daily instruction.
2015-2016 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.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, function, or event.

Principals are responsible for informing students, parents, teachers, and staff that bullying will not be tolerated and will be subject to disciplinary action, up to and including, suspension and expulsion. Further, principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board’s policy entitled “Student Discipline”.
2015-2016 Title IX

Title IX Policy Forbidding Sex Discrimination and Sexual Harassment of Students

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

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

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

Title IX Coordinator
IPS' Title IX Coordinator, who is responsible for IPS’ compliance with Title IX and directs the investigation of complaints, is Ginger Arvin, 120 E. Walnut St., Room 602B. Indianapolis, IN 46204, (317) 226-3870, arving@ips.k12.in.us.

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.

The purpose of this procedure is to provide air quality that contributes to a favorable learning environment for students, productivity for teachers and staff, as well as health for all building occupants. IPS Personnel shall report air quality concerns to the IPS Safety Office at 226-4640. The Safety Office will provide an inspection and air testing, if necessary, to determine if the air quality is acceptable.

Indianapolis Public Schools follows the Indiana State Department of Health Indoor Air Quality Rule, 410 IAC 33, and has an indoor air quality (IAQ) inspection, evaluation, and parent and employee notification program to assist schools in improving indoor air quality and establish best practices for IAQ in schools.

Indianapolis Public Schools designated “IAQ coordinator” is Pam Bedka. Pam Bedka can be reached in the Safety Office at 226-4640. Pam Bedka is the lead contact person for staff, the Indiana State Department of Health, the Marion County Public Health Department, etc., for all indoor air quality related matters.

**IAQ CRITERIA**

During an inspection, the Safety Office will investigate any condition that is contributing or could contribute to poor IAQ, including, but not limited to, the following:

1. Carbon dioxide levels.
2. Temperature and Relative Humidity.
3. Evidence of mold or water damage.
4. Excess dust.

**TEMPERATURE AND RELATIVE HUMIDITY**

**HEATING FACILITIES**

shall maintain a temperature not less than the following:

1. Sixty-eight (68) degrees Fahrenheit in all:
   - (A) instructional rooms;
   - (B) offices;
   - (C) locker rooms; and
   - (D) cafeterias.

2. Sixty-five (65) degrees Fahrenheit in activity rooms and shops.

3. Sixty (60) degrees Fahrenheit in interior toilet rooms.

**AIR-CONDITIONING SYSTEMS**

shall be capable of and shall be operated to maintain

1. Temperature not to exceed seventy-eight (78) degrees Fahrenheit

**RELATIVE HUMIDITY**

is not to exceed sixty-five percent (65%) 

**CARBON DIOXIDE LEVELS**

Outdoor air shall be supplied to classrooms when occupied.

The Safety Office will ensure carbon dioxide (CO2) concentrations in the breathing zone never exceed seven hundred (700) ppm over the outdoor CO2 concentration. (outdoor CO2 ppm) + 700 ppm = maximum CO2


**VEHICLE IDLING**

Indianapolis Public Schools has a written Procedure to address any idling vehicles within one hundred (100) feet of any building containing classrooms. If you need a copy of this procedure, or need help implementing this at your school, please call the Safety Office at 226-4640.

**HVAC**

Schools shall establish and maintain a written procedure for routine maintenance of HVAC systems including:

1. A schedule for inspecting the HVAC system, including an annual inspection.
2. Keeping ventilation units unobstructed.
3. A schedule for cleaning the HVAC coils.
4. A schedule for changing filters.

Schools shall establish and maintain written maintenance logs covering cleaning and filter changes of the HVAC systems for a minimum of three (3) years.

**ALLERGENS AND IRRITANTS**

Ozone generators sold as air purifiers are not to be used in the classrooms.

Scented candles and air fresheners are not to be used in classrooms.

When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours. Please contact Facilities Management at 226-4466 immediately.

When mold or mold-contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours. Please contact the Safety Office at 226-4640 immediately.

Carpet vacuums shall meet HEPA filtration levels by January 1, 2015.

**ANIMALS**

Furred, feathered, or reptilian animals shall only be allowed in classrooms for educational purposes.

Fish in aquariums are exempt; however, they must be of a reasonable size and quantity.

Service animals are also exempt from the educational requirement.

Schools allowing animals shall follow IPS Procedure regarding animals and shall maintain all housekeeping requirements to reduce any issues students or staff with allergies may have. If you have questions regarding, or need a copy of the IPS Guidance for Animals in School Buildings, please contact the Safety Office at 226-4640.

**CHEMICALS**

Student exposure to chemicals must be kept to a minimum. When evaluating student exposures, the more stringent of National Institute for Occupational Safety and Health (NIOSH) limits or Occupational Safety and Health Administration (OSHA) limits must be used.

Where chemicals are used during class, such as, but not limited to, chemistry, biology, and shop classes, appropriate ventilation must be used to minimize students’ exposure to these chemicals, such as a local exhaust system.

If you have questions regarding, or need a copy of, the IPS Science Safety Guide, please contact the Safety Office at 226-4640.
FURNITURE AND MISCELLANEOUS ITEMS

All upholstered furniture, stuffed animals, curtains, bean bags made of cloth, rugs, etc. shall be kept to a minimum in all schools. These items can accumulate dust, dust mites and other allergens that could contribute to allergies and asthma attacks. In addition, these items can harbor pests such as bedbugs, lice, fleas, etc.

All items listed above must be approved for use by the Principal and the IPS Safety Department. Approved items will be regularly cleaned to minimize accumulation of dust, dust mites and other allergens. If at any time these items are found to be unkempt or harboring pests, the items must be removed from the school building.

All furniture in classrooms shall be maintained so as to prevent the accumulation or growth of allergens. This shall include routine cleaning as appropriate for the type of furniture.

CONSTRUCTION

During building renovation or additions, steps are taken to ensure pollutants from these areas do not enter the occupied spaces. These steps may include, but are not limited to, the following:

1. Keeping the occupied spaces under positive pressure.
2. Filtration.
3. Limiting certain activities to times of no occupancy.
4. Temporary partitions.

POSTING OF REPORTS; RESPONSES; LOCATIONS

If the State Department visits, all IPS Schools shall do the following:

Immediately notify the Safety Office at 226-4640.

Post, within five (5) working days, the following:

(A) The report received from the State Department Inspector. The report shall remain posted for fourteen (14) consecutive days.
(B) The IPS Safety Office response to the state inspector’s report. The response shall remain posted for fourteen (14) consecutive days.

Items must be posted in a conspicuous location so they are accessible to all students, parents and employees.

The IPS Safety Office will send a written reply to the State Department within sixty (60) days of receiving the State Inspector’s report explaining how the school or state agency is correcting any deficiencies noted in the inspection report.

INDIANAPOLIS PUBLIC SCHOOLS AHERA NOTIFICATION

Indianapolis Public Schools, in compliance with the Asbestos Hazard Emergency Response Act of 1987 (AHERA), regularly inspects its’ asbestos containing building materials. A report of the inspections and any major response actions, which have taken place, are on file at the school building and in the Safety Office located at the Facilities Management Division, 1129 E. 16th St., Indianapolis, IN 46202. Questions concerning this issue may be directed to the Safety Office at 226-4640.

Items must be posted in a conspicuous location so they are accessible to all students, parents and employees.

The IPS Safety Office will send a written reply to the State Department within sixty (60) days of receiving the State Inspector’s report explaining how the school or state agency is correcting any deficiencies noted in the inspection report.

INDIANAPOLIS PUBLIC SCHOOLS PEST CONTROL POLICY

Indianapolis Public Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests such as insects, weeds, molds, and rodents that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Pursuant to this commitment, IPS will:

1. Ensure that pesticides are only applied by certified pesticide applicators or individuals operating under their supervision.
2. Ensure pesticides are not used when students are in the pesticide application area.
3. Ensure pesticides are stored in locked storage areas.
4. Inform parents, guardians and staff members of IPS’s pest control policy at least annually, at the start of each school year or when a student enrolls or transfers in, and include in this notice, the name and phone number of a contact for more information.
5. Maintain a registry of parents and staff members who request advance notice of pesticide uses.
6. Except for immediate health threat situations, provide advance notice of pesticide applications to school parents, guardians, and staff on the notification registry.
7. Maintain written, printed, or electronic records of the application for at least 2 years.
8. Whenever advance notice is not provided, notify those on the registry as soon as possible thereafter and include an explanation for the delayed notice and what pesticide was applied.

Advance notice is not required for the following pesticide applications:

1. Disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations and self-applied insect repellents.
2. Immediate student health threat situations (i.e. stinging wasps and bees).
3. Areas completely away from student-occupied buildings and areas.
4. Those made more than 48 hours before a scheduled school day.

If you would like to be notified of pesticide applications, please fill out a request form that is available in the school office. If there are any questions regarding the IPS Pest Control Policy, please contact the IPS Safety Office at 226-4640.