



**WILLIAM MCKINLEY**  
**SCHOOL 39**

**Student and Family Handbook**  
**2023-2024**

1733 Spann Avenue  
Indianapolis, IN 46203  
317.226.4239

Principal: Deana Perry  
Assistant Principal: Traci Reynolds

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William McKinley Elementary  
School 39  
1733 Spann Avenue  
Indianapolis, IN 46203  
317.226.4239  
[myIPS.org/williammckinley39](http://myIPS.org/williammckinley39)

Dear William McKinley Families,

On behalf of the staff at William McKinley Elementary School #39, welcome to the 2023-24 academic year!! We are looking forward to building a positive and productive partnership with you to ensure all of our students reach their full potential.

We understand that in order to achieve academically, students need support from both the home and school. We appreciate the vital role parents play in their child's success; thus, we will rely on you to support our efforts at the school level. As partners, we share the responsibility for the success of all students and want you to know that we will always put students first in any decision that is made at William McKinley.

Parents are encouraged to take an active role in their child's education. You are always welcome to visit your child at school. Please be aware that when you do visit our school, you will be asked to sign in, wear a visitor's badge and leave a photo id at the front desk even if you are only walking your child to class. The safety of all William McKinley students and staff is our number one priority! We appreciate in advance for your cooperation and understanding especially in light of recent events that have occurred in schools across the country as well as in our own state.

Please be sure to read the 2023-24 William McKinley Student and Family Handbook carefully in order to understand the policies and practices at our school. Please do not hesitate to reach out to me or any of the amazing staff at William McKinley School #39 if you ever have any questions or concerns.

Warmest regards,

*Deana Perry*

Principal

(317) 226-4239

[perryd@myips.org](mailto:perryd@myips.org)



## II. 24SY Staff Roster

Staff Member	Room	Ext	Staff Member	Room	Ext
<b>Pre-K</b>			<b>Special Education</b>		
STAFFORD, Lori	240	240	ENSIGN, Terry (Kdg-2nd)	114	114
PAGE, Sandy (Assistant)	240	240	CARMAN, Chelsea (3rd-4th)	251	251
PITZER, Amy	242	242	ALLEN, Jenny (5th-6th)	205	205
COLLINS, Joel (Assistant)	242	242	GORDON, Angie (Resource)	211	211
<b>Kindergarten</b>			MURRIEL, Tselani (IA, Resource)	211	211
COOPER, Amanda	118	118	BROWN, Holly (Speech/Lang)	126	126
BRAKE, Lauren	120	120	WOODS, Emily (OT)	126	126
HAYMAN, Debra	122	122	(Psych)	252	414
<b>1st Grade</b>			<b>Title I</b>		
MARTIN, Gabby	115	115	Parent Center	101	101
LISTNER, Tammy	116	116	SELLERS, Sharon	417	417
JORDAN, Chelsea	117	117	BABCOOK, Tarryn	160	160
<b>2nd Grade</b>			FREDERICK, Bonnie (Assoc Teach)	217	217
GARCIA, Dana	110	110	<b>Administration</b>		
COLE, Jeni	111	111	PERRY, Deana (Principal)	Main Office	401
HENDRICKS, Shelley	112	112	REYNOLDS, Traci (Asst. Principal)	416	416
<b>3rd Grade</b>			FREDERICK, Tim (Admin Asst.)	Main Office	400
FROMM, Kathy	213	213	<b>Social Services</b>		
BUSCH, Julie	214	214	MUCENSKI, Michelle (Soc Worker)	103	103
<b>4th Grade</b>			LAMMERT, Megan (PB Coach)	124	124
OWENS, Cathy	210	210	HUDSON, Belinda (BAF)	142	142
SMOCK, Mindy	212	212	<b>Custodial Staff</b>		
<b>5th Grade</b>			MODESITT, Joe (Head Custodian)	129	410
NASH, Julie (Math)	201	201	ELSBURY, Jimmy (Asst Head)	140	140
MORIARITY, Taylor (ELA)	202	202	RUSH, Teresa	140	140
<b>6th Grade</b>				140	140
GREGORY, Jake (Math)	203	203	<b>MISC</b>		
ENGLE, Jennifer (ELA)	204	204	ALLEN, Adam	123	407
<b>Special Areas</b>			MUNOZ, Tracy	125	409
HERDMAN, Julie (ABL)	128/450	128/420	OGLE, Morgan	127	252
MILLER, David (IAM)	228	228	SCHMIDT, Abigail (Friday only)	129	408
HUMERICKHOUSE, Betty (STEM)	224	224	Work/Mailroom <b>FAX-4400</b>	Main Office	403
<b>ESL</b>			Conference Room	Main Office	402
CARDONA, Ana	113	113	Shalom Clinic- NP Abby	Main Office	404
ALMODOVAR, William	101	101	Teacher's Workroom	105	105
THIE, Lindsey	215	215	Staff Teacher Lounge (1st Floor)	121	412

### III. School calendar



### SY2023-24 STUDENT & STAFF CALENDAR

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days of Student Attendance
IPS District Professional Development Days
School-Based Professional Development Days
All instructional personnel report. Students DO NOT attend.
School-Based Professional Development Day/Asynchronous Student Virtual Learning
Teacher Work Day
Teachers prepare for learning days. School staff meetings. Students DO NOT attend.
Last Day for Students
Parents in Touch Day/Asynchronous Student Virtual Learning
Parent conferences with teachers.
Asynchronous learning day for students
Holidays
Holiday: day off, pay distributed according to employee group contract
Records and Close-out
School personnel report. Students DO NOT attend.
Break

First Semester	
Weds, July 19 - Fri, July 21	New IPS Teacher Induction
Mon, July 24 - Thurs, July 27	Staff Professional Development
Friday, July 28	Teacher Work Day
Mon, July 31 - Fri, Oct 6	Quarter 1
Monday, July 31	First Day for Students
Monday, September 4	Labor Day - No School
Tuesday, September 5	Staff Professional Development - No School
Mon, Oct 9 - Fri, Oct 13	Fall Break
Mon, Oct 16 - Thurs, Dec 21	Quarter 2
Friday, October 20	Parents In Touch Day/Student Asynchronous Learning/Report cards sent home with students
Monday, November 20	Staff Professional Development - Thanksgiving Break for Students
Tuesday, November 21	Staff Professional Development - Thanksgiving Break for Students
Wed, Nov 22 - Fri, Nov 24	Thanksgiving Break
Tuesday, December 19	Last Student Day of 1st Semester
Wednesday, December 20	Records Day/Semester Close (Flex day) - No School
Thurs, Dec 21 - Fri, Jan 5	Winter Break

Second Semester	
Monday, January 8	First Student Day of Second Semester
Mon, Jan 8 - Fri, Mar 15	Quarter 3
Friday, January 12	Report cards sent home with students
Monday, January 15	Marin Luther King, Jr. Holiday - No School
Monday, February 19	President's Day - No School
Tuesday, February 20	Staff Professional Development - No School
Mon, Mar 18 - Thurs, May 23	Quarter 4
Friday, March 22	Parents In Touch Day/Student Asynchronous Learning/Report cards sent home
Mon, Mar 25 - Fri, Mar 29	Spring Break
Monday, April 1	Staff Professional Development - No School
Thursday, May 23	Last Day for Students; Report cards sent home with students
Friday, May 24	Records Day/Yearly Close, Staff Only
Wednesday, June 19	Juneteenth

The link for this calendar is [here](#)

## IV. School Information

**William McKinley #39 Vision of Excellence:** William McKinley is a community of learners committed to provide every student with the opportunity to succeed and the power to create their own future.

### William McKinley #39 School Core Beliefs:

- Student success is the only option
- Academic rigor is the norm
- Students, families and community members are essential partners
- Diversity is valued

**School Symbol and Colors:** William McKinley is the home of the Eagles. Our colors are royal blue and yellow.

### Important Phone Numbers

William McKinley Main Office.....226-4239  
 IPS Transportation Line.....226-4500  
 IPS Main Information Line.....226-4000

### School Hours (in-person learning)

9:05 AM Student arrival begins  
           Buses and Car Riders unload  
 9:15 AM Doors open for Walkers  
 9:25 AM Tardy bell rings and instruction begins\*  
 3:50 PM Dismissal begins  
           Walkers dismissed at Doors 3 & 4 (State Street entrances)  
 3:55 PM Car Riders begin loading  
 3:55 PM Buses begin loading

\*Please note that no phone calls will be put through to teachers during instructional time.

## V. Dress Code

Clothing Item	Policy
Shirts	Permit any solid colored shirt, even if it is not collared and/or a button up or mock t-shirt.
Sweatshirts/fleece	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. Hoods are still subject to district guidelines regarding headwear being worn inside the building. Hoods must be down at all times on school property.
Pants/ Shorts/ Skirts/ Capri Pant/ Walking-Length Shorts	Any solid-colored pant is acceptable (no denim/ jeans allowed) and must be: <ul style="list-style-type: none"> <li>● Pleated or flat-front</li> </ul>

	<ul style="list-style-type: none"> <li>● Fastened at the waist</li> <li>● Worn above the hip with shirts tucked in</li> </ul> <p>Belts are not required at any grade.</p> <p>Pants must be worn so that no undergarments are showing.</p> <p>Leggings and yoga pants are not permitted.</p> <p>Ripped or torn pants are not permitted.</p> <p>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</p>
Shoes	Shoes must be closed toe and have a closed heel or strap heel.

## VI. School Policies

### 1. Attendance Policy:

Regular and punctual school attendance is vital to every student's school 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 school by 10:00 a.m. each day that your child is not in school. It is important that you inform us when your child will not be in school. Also, send a note the following day, stating the reason for the absence. Please keep in mind when your child is home from school they are missing out on seven hours of instruction that their peers are getting. Please see the chart below to demonstrate the impact of missing several days of school.

Days Absent	Hours of Missed Instruction
1	7 hours
2	14 hours
3	21 hours
4	28 hours
5	35 hours
6	42 hours
7	49 hours

### Excused Absences:

1. Illness/medical emergency: A parent is responsible for contacting the school each day a student is absent. A doctor's note is required to excuse an absence for illness.
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. Other reasons for excused absences may be found in the IPS Policies and Procedures.

## 2. Tardy, Arrival and Dismissal, Check Out

**Tardy Provisions:** All students are expected to arrive each day on time. Students must arrive early enough to be in their classrooms by 9:25 a.m. when the tardy bell rings and instruction begins. Students not in their classroom by 9:25 a.m. will be marked tardy. If students arrive after 9:25 a.m., they must get a tardy pass from the main office before proceeding to class. Each instance of tardiness will be recorded in the student's record.

**Student Transportation Changes:** All changes in your student's transportation arrangements **must be made in writing and given to the student's teacher in the morning.** Otherwise, your student must follow the regular transportation routine. Any transportation request that includes riding a different bus or being picked up or let off at a different location will not be honored per IPS transportation policy. **In case of an emergency, please call the Main Office at 317-226-4239 no later than 3:00 PM** to allow adequate time for the delivery of your message.

**Release of Students During the School Day:** Students **will not** be released directly from the classroom at any time during the school day. Students must be called to and released from the office to a parent/guardian. **If a person other than the legal parent/guardian is designated to pick up a student, that person must have his/her name on file in the office, present a valid driver's license or other valid picture ID, and sign the student out from the office.** No request to allow a child to wait outside to be picked up will be granted.

## 3. Student Transportation

**Bus Transportation:** The safety of all William McKinley students is our foremost priority and that starts each day with safe transportation to and from school. With this focus and commitment to student safety, riding the school bus is a privilege that may be suspended or removed because of actions that endanger the safety of the student or other students on the bus. We believe that the school day begins at a student's bus stop and ends when the student's bus ride is complete. Therefore, William McKinley 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 with these expectations can lead to suspension or removal of bus privileges. The William McKinley student expectations for behavior on school buses can be found in **Section IX: Student Behavior** under **Bus Safety, Conduct, and Behavior.**

To further ensure that our students safely arrive to and from school, students are only allowed to ride their assigned school bus number, so we can know where all students are at all times. 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. Depending on the situation, we may be able to accommodate requests.

The following information provides further clarity on the transportation systems for William McKinley and IPS students:

- All transportation questions may be directed to 226-4500.
- In the event a bus is late in bringing your child home or does not pick your child up on time, please **call IPS Transportation at 226-4500.**
- In the event that your child does not arrive home at the expected time and you are unable to reach transportation, call the school office or **IPS Police at 226-4633.**

**Car Riders:** All car riders need to register for a car rider tag. This can be done in the main office and it only takes a couple minutes. You will receive a badge to display in your car windshield. Car riders will wait in the Gym until the teacher on duty calls for the student to come outside. Parents are asked to line up on the south side of Spann Street



facing west towards State Street . If everyone cooperates this process usually takes less than fifteen minutes. We will load six cars at a time and then load the next group. Parents must have their car rider tag visible for the staff member recording the students' names. Students will not be released unless the adult picking up the child has the car rider badge, issued upon registration. If the badge is not shown or is missing, the adult will have to come inside the building to sign the student out. **Car riders may not be dropped off before 9:05 AM and must be picked up at 3:55 PM.**

**Walkers: Walkers should not arrive before 9:15 am when doors open. There will not be any adult supervision prior to this time. Walkers will be dismissed at 3:50 pm.** Staff members will escort students to Doors 3 & 4 (State Street) and release students to walk home. **Any student not being escorted home by a parent will be crossed at the light at State and Fletcher by a staff member.**

#### **4. Communication with families:**

Families will receive reminders, notices, and any emergency messages via telephone through the School Messenger system and/or Unified Home Communications. It is most important to keep your general and emergency phone numbers up to date. Please contact the front office **immediately** if your number changes. It is also extremely important we keep your most current address in our system. If you move during the school year, please inform the front office as soon as possible.

#### **5. Child Custody:**

“Parent” as defined in the Indianapolis Bylaws and Policies (Section 0000 Number 0100) is the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless an up to date court of law decrees otherwise.

#### **6. Student Health:**

**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 nurse. If your child does not receive shots due to medical 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 principal **each year.**

**Illness or Injury at School:** If a student becomes ill or injured at school, the student will be sent to the Shalom Clinic and, if warranted, the parent or guardian will be called to pick up the student. We do not have adequate resting space or personnel 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 and transport your student to the hospital. 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 current in case of an emergency.**

**Medication:** If your child needs to take medication at school, we must have a consent form for our in-school Shalom Clinic.

#### **7. Visitors at William McKinley:**

Family members are important members of our school community and are always welcome! In order to keep a record of your visit and for the safety of all our students, **you must check in at the office immediately upon entering the school and you will be required to sign in and leave a picture ID (e.g., valid driver’s license or ID card) before a visitor pass can be issued.** A Visitor Pass will be issued and must be worn during the entire school visit.

**NOTE:** If you would like to observe your child in his/her classroom, you will need to make arrangements with the homeroom teacher prior to your visit.

## 8. Volunteering at William McKinley:

All potential volunteers must complete an **Online Volunteer Application**, which may be obtained by clicking [here](#).  
[English/Español](#).

## 9. Electronic Devices:

We do allow students to have cell phones at school; however, we **do not assume responsibility** for these items. Students must keep phones turned off and zipped in their book bags or turn them into their classroom teacher in the morning. Cell phones and other electronic devices that disrupt the learning environment will be taken by the classroom teacher and must be retrieved by an adult. **Students must turn off cell phones during the school day to ensure they do not ring and cause a distraction to the learning environment. Students will not be permitted to use cell phones during the academic day per IPS Code of Conduct.**

\*Families, we also encourage you to take an active role in your child's social media use. Student social media use outside of school is often a major distraction and interruption to the learning environment.

## 10. Birthdays and Celebrations:

Parents are welcome to bring in class treats for their child's birthday, but must adhere to the following in order to honor the instructional time at our school:

- Notify the teacher at least 3 days in advance
- Arrive by 3:30 pm
- Sign in with front office staff, leave photo id and obtain a visitor's pass
- Sign out in front office by 3:45 pm

## 11. Field Trips:

Field Trips are a necessary part of the education of students. A parent consent form is required for every child. Be sure to send back the field trip consent form at the beginning of the school year. This consent will serve as permission for all field trips throughout the academic year. Teachers will communicate with parents prior to an upcoming trip. **Telephone calls giving permission will not be an accepted form of approval for any field trip.** In rare circumstances, a child's misbehavior in school may prohibit their attendance on field trips. Teachers and administrators may use their discretion.

## 12. Lost and Found Items:

Lost items are placed in a basket in the school cafeteria. Students may check daily for lost items. Unclaimed items are donated to charity at winter break, spring break, and summer break. Families may want to consider clearly labeling the inside of coats, lunchboxes, and book bags for a speedy return to the owner.

## 13. Book Rental:

Book rental is due the first week of school and considered delinquent after September 26<sup>th</sup>. If you need assistance in paying the textbook rental, please make sure you complete the necessary assistance forms by the September deadline. Questions regarding the assistance application form may be directed to the office at 226-4239. Unpaid book rental fees are turned over to collections at the end of October. Textbooks, library books, and netbooks (high school only) are furnished to students on a loan basis. Parents/guardians must pay

for lost or damaged items. Textbooks and library books are furnished to students on a loan basis. Parents/guardians must pay for lost or damaged items.

#### 14. Pesticide Applications:

IPS has adopted a policy and a set of procedures for applying pesticides, when necessary, in a building and in a manner that minimizes the potential pesticide exposure to children. If you would like to be notified of the application schedule for all but minor uses of pesticides, please complete the **Pesticide Application** form located in the office and return to school.

## VII. Cafeteria and Recess Information

**Cafeteria:** William McKinley is a Universal Feeding Site, which means that no student pays for their breakfast or lunch for the 2023-2024 school year. ***All parents/guardians must fill out the required textbook/lunch application and return it to school in order to participate in this program.*** If a student wishes to purchase an additional lunch, please contact the cafeteria.

Students are **not** allowed to bring soda or candy to school for lunch. If your child is not interested in eating a school lunch, please be sure to send your child with a balanced nutritional lunch. If a parent or guardian would like to spend lunch with their child, we ask for advanced notice for the teacher.

**Recess:** Students in grades K-6 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 may not be kept inside for more than 3 days without a doctor's note on file. Students are expected to wear appropriate attire (e.g., hats, gloves, warm coats) so that they can enjoy the outdoors during recess, even in the winter. Recess is held inside if snow, ice, rain, or actual temperatures make it unsafe to be outdoors. Generally, we go outside if temperatures are above 32 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.

## VIII. Academic and Social Achievement

- **Progress Reports and Report Cards:** Report Cards will be issued each quarter. Additionally, classroom teachers will send progress reports a minimum of once per quarter.
- **Conferences:** Conferences can be set up at any time with your child's teacher.
- **Study Habits and Homework:**

**Students in grades PreK-3rd** will be expected to read (or be read to for PreK-K) at least 20 minutes per night and complete a Reading Log.

**Students in grades 4th-6th** will be expected to read at least 30 minutes per night and complete a Reading Log.

Students will receive a gold token to purchase a book from the Book Vending machine each time they turn in a completed Reading Log.

Teachers may assign extra practice in any of the subject areas to be completed at home. Students who turn in the completed extra practice will receive \$2 in Scholar Dollars.

**Student Grading Scale:**

Per IPS policy, course letter grades shall be assigned according to the table below for students in grades 1-6:

Grading Scale	
<b>A</b>	<b>100-90</b>
<b>B</b>	<b>89-80</b>
<b>C</b>	<b>79-70</b>
<b>D</b>	<b>69-60</b>
<b>F</b>	<b>59-50</b>
<b>Lowest F</b>	<b>50</b>

Kindergarten Grading Scale	
Grade	% Value
O	Outstanding
S	Satisfactory
I	Improving
N	Not Meeting Standard

- **Make-up Work:** In all cases of absence, students are expected to make up any assignments that are missed. Full credit will be given for make-up work for excused absences. The duration of time allowed for make-up work will be equal to the amount of time a student was absent. For example, if a student is absent for 2 days, that student will have 2 days after his or her return to make up work.
- **Special Services:** William McKinley offers support services for special education, English Language Learners, and general education students in need of additional support. We have an ESL teacher, Title I assistant, and 4 special education teachers to support in these efforts. We take the learning of every child very seriously and strive to provide all the necessary accommodations and interventions. If your student is showing a lack of adequate academic or social progress after classroom intervention, the teacher may recommend them to our MTSS team, which is designed to review student data and develop and implement appropriate interventions to support their academic achievement.
- **Student Recognition/Honors Day Programs:** At the end of every grading period, students will be recognized for good citizenship, academic improvement and achievement. Other awards, such as special area awards, may be given as well.
- **Retention:** William McKinley School #39 will follow the protocol outlined in Board Policy #5410 when deciding to retain or promote a student.

## Honors Day Criteria

### Honor Roll

Students must have a B average (3.0) or higher and no Ds or Fs in any academic areas. Special Area grades are NOT included in these requirements.

### Principal's Award

Students with straight A's in all academic areas, consistently go above and beyond expectations and personify a safe, responsible, and respectful Eagle scholar qualifies for this award.

### Bringing Up Grades (B.U.G)

Students who improve in at least one academic area while maintaining grades from the previous grading period in all other academic areas qualify for this award.

### Terrific Kids

Students can qualify as a Good Citizen (responsible, respectful, safe and kind) or Most Improved (academically or behaviorally). One student is selected in each category from every homeroom at the end of each semester.

### DoJo Master

The three students in each homeroom who have earned the most DoJo points during the nine week grading period will be recognized as a DoJo Master.

## IX. Student Behavior

### 1. School Wide Behavior Matrix

William McKinley School Culture Matrix		Setting						
		Classroom	Restroom	Hallways	Playground	Cafeteria	Assembly	Bus
Expectations	Be Respectful	Raise your hand to speak. Wait your turn. Use appropriate voice level. Listen to teacher directions. Use eye contact. Communicate clearly. Use an appropriate tone of voice.	Wait your turn. Respect others privacy. Only use your cleaning supplies. Level 0 talking.	H.A.L.L.S. Hands behind back. All Eyes forward. Line Straight. Legs Walking. Silent (Level 0 voice) When spoke to by an adult respond/greet politely.	Obey all adult directions. Use and share equipment fairly and appropriately. Play fair. Wait your turn.	Talking is not allowed when music is on or when a red cup is placed in the center of the table. Use level 2 voices when music is off. Only speak to those at your table. Use manners while eating.	Sit up straight in correct row. Sit on pockets in criss cross apple sauce. Listen and watch speaker. Level zero voice.	Use inside voices. Follow directions of driver and monitor. Obey bus expectations.
	Be Responsible	Complete and turn in work on time. Bring materials to class (homework folder and behavior calendar). Active listening. Take ownership of work and assignments. Students are in correct uniform. Come to school each day and on time. Keep space tidy and organized. Put first and last name on all assignments. Take responsibility for choices made. Be accountable for errors and seek alternative solutions. Check work for errors. Ask for help when you need it. Speak in complete sentences and with correct grammar.	Flush once. Use one squirt of soap and three pulls of the paper towel. Pick up trash. Return to class or line promptly. Report needed bathroom supplies. Take a hall pass.	Pick up trash and throw it away. Go directly to your destination. Use a hallpass.	Line up when called. Enter building quietly. Keep all jackets and coats with you at all times. Return all equipment.	Put tray, utensils, and garbage in appropriate locations. Check space before leaving to ensure it is clean. Raise our hand when needed.	Show self control. Wait patiently for event to conclude. Actively listen. Participate when invited.	Stay seated. Keep hands and feet to yourself. Feet on floor. Back against the seat. Keep out of aisle. Level 2 voices with the people in your seat.
	Be Safe	Remain in your personal space. Walk. Keep hands and feet to yourself. Keep all chair legs on the floor. Push in chairs when you leave your work space.	Walk. Keep water and soap in the sink. Be aware of wet floors. Swallow water from waterfountain. Feet on floor.	H.A.L.L.S. Hands behind back. All Eyes forward. Line Straight. Legs Walking. Silent (Level 0). Keep your hands and feet to yourself. Walk down stairs one step at a time.	Leave mulch on the playground. Use equipment correctly. Keep hands and feet to yourself. Be aware of your surroundings. Do not play tag. Stay in the playground boundary. Make sure you can see a teacher.	Use utensils as intended. Keep food on tray if not being eaten. Walk. Remain seated until dismissed. Wait patiently in line in H.A.L.L.S.	Walk. Keep hands and feet to yourself.	Enter and exit the bus calmly. Stay in your seat. Keep hands and feet to yourself. Stay in assigned seat.
	Be Kind	Treat others as special. Asking others if they need help. Helping others. Have a positive attitude. Care for your space. Use "please," "thank you," and "excuse me."	Consider others' needs. Wait for others patiently. Help others get soap and paper towel when needed. Use "please," "thank you," and "excuse me."	Smile at others. If someone is in need, assist them politely. Use "please," "thank you," and "excuse me."	Share equipment. Invite others to play. Allow everyone to play with you. Help others. Use "please," "thank you," and "excuse me."	Use "please," "thank you," and "excuse me." Eat with table manners. Include everyone at table in quiet conversations. Appropriate content in conversations.	Clap for others and congratulate students later for awards/recognition. Show attentiveness. Use "please," "thank you," and "excuse me."	Use "please," "thank you," and "excuse me." Help others in need. Invite someone to sit with you.

## **Parent Partnership:**

In an effort to keep parents apprised of student behavior and academic progress, the entire William McKinley staff will use ClassDojo. Points will be awarded to students who are complying with school-wide behavior and academic expectations. Teachers will also use ClassDojo to communicate happenings in their classrooms and upcoming school events. In order to receive notifications and updates, parents will need to download the app on a cell phone. Parents will need to check their child's progress at the end of each day.

Unified Home Communications (UHC) will be used for parents to directly message school staff and for staff to directly message parents. The district is implementing this mode of two-way communication this academic year. Parents will be able to send and receive messages just like texts on their phones. Teachers will send a welcome text as part of the set up.

We encourage you to have your child share what they are learning. Monitoring your child's progress throughout the school year is one of the most important elements to your child's success at school. Not only should this be done through the monitoring of homework and discussing your child's school day with him/her, but you should develop a close line of communication with your child's teacher.

Communication between parents and teachers is very important. Sending a message via Unified Home Communications (UHC) to the teacher is oftentimes quicker. Phone calls during the school day will not be sent to the classroom. Teachers will return phone calls and emails within 24 hours.

## **3. School Wide PBIS Initiatives and Programs**

**PBIS:** PBIS is short for Positive Behavior Intervention and Supports. PBIS is based on principles of applied behavior analysis, the prevention approach, and values of positive behavior support. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. It is a prevention-oriented way for school personnel to a) organize evidence-based practices, b) improve their implementation of those practices, and c) maximize academic and social behavior outcomes for all students.

**Acts of Kindness:** William McKinley has set a goal to document 1,000 acts of random kindness this school year! Staff, students, and community members will be able to give and receive recognition for these acts of kindness. The Acts of Kindness will be read on our daily announcements and tracked on the bulletin board in the main office. Acts of Kindness referral forms can be found in the downstairs and upstairs offices.

**Golden Eagle:** Each homeroom teacher will keep track of class compliments received. A classroom compliment tracker will be displayed in the cafeteria. Teachers will email the PBIS chairperson the number of compliments collected each week. At the end of each month, the class with the most compliments collected for that month will be given a trophy to display in their class for the next month. The trophy will be handed over to the new Golden Eagle classroom at the end of the month.

**DoJo Master:** Each week, the 3 students with the highest number of DoJo points in the school will have their name called during the morning announcements and receive a treat from the principal. Every grading period, the 3 students in each homeroom with the highest number of DoJo points will have their name called during the morning announcements and receive a treat from the principal.

**Scholar Dollar:** Students earn Scholar Dollars for being responsible. They earn dollars through their daily attendance, completing math and reading assignments in-class, and for performance on HMH, Eureka, and NWEA assessments. At least once per quarter, students will have the opportunity to spend their Scholar Dollars at the Scholar Dollar store on items of their choice.

## 4. Discipline Procedures

William McKinley will adhere to the IPS Student Code of Conduct (SCC) that can be accessed on our school website.

- **Level 1 and 2** behaviors are to be entered online as classroom issues. In accordance with the IPS SCC process, teachers are to make contact with parents/guardians for all discipline referrals that qualify as classroom issues.
- **Level 3** behaviors can be either classroom or conduct referrals depending on the severity of the behavior and whether or not it is chronic.
- **Level 4** behaviors are to be entered as conduct referrals. An administrator will respond to a conduct referral within 24 hours. The administrator reserves the right to be the only administrative authority to suspend students out of school. Parents will be contacted regarding the outcome of the referral.

### **Student Code of Conduct Levels of Response Defined**

#### **LEVEL 1:** Classroom and Building-based Corrective Response

Appropriate for inappropriate behavior that is managed by the teacher in the classroom and usually does not warrant a discipline referral to the administrator.

#### **LEVEL 2:** Corrective Responses by Staff, Teacher or Administrator

Appropriate for inappropriate behavior that is managed by the teacher, with possible assistance and intervention from an administrator or school support staff. Collaboration with a problem-solving team, including parent/family, may occur.

#### **LEVEL 3:** Intensive Personalized Corrective Response

Appropriate for inappropriate behaviors that are chronic in nature, significantly interfere with others' safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. \*May involve in-school or out-of-school suspension.

#### **LEVEL 4:** Corrective Responses for Serious Violations

Appropriate for inappropriate behavior that seriously affects the learning environment or the safety of the student and/or others in the school or is a legal violation. \*May involve out-of-school suspension or possible expulsion.

### **In and Out of School Suspension Procedures**

#### **Only Administrators have the authority to assign in and out of school suspensions- NO EXCEPTIONS**

- The IPS Code of Conduct will be followed to determine the appropriate consequence and duration for each conduct referral.
- The teacher will receive notice of the consequence assigned by the administrator once the online referral has been submitted.
- The teacher is responsible for providing a student who is suspended out of school (OSS) with any missing assignments and assessments upon his/her return to school.
- Placing a student in the Rebound Room for in-school suspension (ISS) requires administrative approval. A conduct referral for the incident that warrants an ISS consequence must be entered online by the end of the academic day.
- Teachers are responsible for providing work for students who are assigned to ISS. Teachers are asked to collaborate with the Behavior Adjustment Facilitator to ensure students make up any missed assignments as well as have foundational skills practice.
- ISS facilitator will keep a daily report of students in the Rebound Room and send the report at the end of each day to the administrators (report will include date, teacher, student, time in, time out, reason in ISS). Students will complete a reflection sheet when in the Rebound Room. Rebound room reflections will be submitted to Administration daily.
- Parents must be notified when their child has been in the ISS room (entire day or portion of the day). Teachers are asked to call for In School Suspensions.

- Parent conference, with administrator/teacher, must be held to reinstate students coming off an out of school suspension.

## 5. Bus Safety, Conduct, and Behavior

### Purpose:

The safety of all William McKinley students is our foremost priority and that starts each day with safe transportation to and from school. With this focus and commitment to student safety, riding the school bus is a privilege that may be suspended or removed because of actions that endanger the safety of the student or other students on the bus. We expect William McKinley students to meet our expectations on their way to and from school. Like every aspect at William McKinley, we believe that each moment in our school day is an important opportunity to educate our students on the character, values, and knowledge necessary to be the leaders of tomorrow.

### Point System:

At William McKinley, we use a point system to monitor student behavior and set clear expectations on what is and is not acceptable to ensure safety for all students. Each William McKinley student starts each semester with 10 points. For each infraction of the student expectations outlined below, students lose points. If a student loses all 10 points before the end of the semester, the student will lose the privilege of riding the school bus for the remainder of the semester. In the event a student loses 6 points, a meeting with the student, parent, and assistant principal or principal will be held to discuss and review the student behaviors that are resulting in point reductions. Clear expectations for appropriate student behavior will be discussed and the student, parent, and administrator will understand that if the student loses their remaining points, they will lose bus privileges for the remainder of the semester. Our point system and student expectations are designed to ensure that all William McKinley students are provided with a safe environment to and from school.

### Student Expectations:

Students at William McKinley are held to high behavior expectations and are expected to be respectful, responsible, smart, safe, and kind students both in and out of school. These characteristics drive our student expectations while traveling on a school bus and are outlined as follows:

1. All William McKinley students will respect the bus driver and bus monitor at all times. They will do this by following the directions of the bus driver and bus monitor at all times in order to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
2. Once on the bus, William McKinley students will sit in their seats facing forward. At no point should students be out of their seats or moving about the bus in order to promote a safe environment. Failure to adhere to this expectation will result in a loss of 2 points.
3. William McKinley students will use appropriate volume levels and language on the bus at all times. At no point should loud or profane language be used on the bus in order to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
4. William McKinley students will keep their entire bodies inside the bus at all times in order to promote a safe environment. Failure to adhere to this expectation will result in a loss of 2 points.
5. William McKinley students will refrain from eating and drinking on the bus in order to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
6. Students will refrain from using any electronic devices, including cell phones, while on the bus in order to promote a safe and respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
7. William McKinley students will remain silent when the bus is approaching a railroad crossing and instructed to be silent by the bus driver in order to promote a safe and respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
8. William McKinley students strive to leave a place better than they found it and will keep the bus clean and free of damage in order to promote a responsible environment. Failure to adhere to this expectation will result in a loss of 2 points.
  - a. **Note: Any malicious or willful damage to any part of a school bus will result in an immediate withdrawal of transportation services for the student or students involved. In addition, the cost of repairing the damage must be satisfactorily settled with IPS transportation.**



9. William McKinley students will refrain from pushing, shoving, name-calling, or any other acts of bullying while on the bus in order to promote a safe, respectful, and kind environment. Failure to adhere to this expectation will result in a loss of 3 points.
10. William McKinley students will refrain from throwing any item out of the bus windows in order to promote a safe environment. Failure to adhere to this expectation will result in a loss of 4 points and a 2-5 days suspension from the bus at the discretion of the principal or assistant principal.
11. Students will refrain from using any illegal substances while on the bus in order to promote a safe and smart environment. Failure to adhere to this expectation will result in a loss of 4 points and a 3-5 days suspension from the bus at the discretion of the principal or assistant principal.
12. William McKinley students will refrain from fighting and physical altercations on the bus in order to promote a safe, respectful, and kind environment. Failure to adhere to this expectation will result in a loss of 4 points and a 3-5 days suspension from the bus at the discretion of the principal or assistant principal.

**Notes:**

- Students may travel with books, coats, school equipment, and band instruments as long as they can be secured in the student's seat and are not in the bus aisles.
- In case of an emergency, William McKinley students will remain in the bus unless otherwise instructed by the bus driver. Students will remain calm and follow all instructions given by the bus driver.

## **X. School Safety**

### **1. Emergency and Crisis Planning (Fire Drill, Tornado Drill, Lockdown Drill)**

**Drills:** To ensure students and staff are aware of what to do in an emergency situation, we will practice our responses to various scenarios throughout the year. By law, we must conduct a fire drill at least once a month. Tornado drills are conducted at least twice a year. An earthquake drill is conducted once a year. Lockdown procedures are practiced four times a year. Posted in each room is a card with information stating the nearest exit and route from the room to a safe location. It is extremely important students follow the rules during the practice of these emergency situations. Please communicate the importance of this with your child.

**Emergency School Closing:** In the event that school should be dismissed early due to a power, water, or weather emergency, the school should have the name, address, and phone number of an adult who would take full responsibility for the safety of your child. A notification message will be sent home via the telephone and/or email through our Messenger system as well as Class DoJo concerning the emergency closing.

**School Property:** Students are not allowed on IPS school property outside school hours unless accompanied by an IPS school staff member. This includes the building and grounds. Students on or causing property damage to the building are subject to criminal prosecution.

2. **Inclement Weather:** In the event of inclement weather you will be notified via a district wide Connect Ed phone call. This information will also be posted on the IPS website and on local news stations. Please be alert to school delays and closings.
3. **Bullying Policy:** 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 at a school activity, function, or event. Furthermore, 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.

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

#### **4. District Policies**

William McKinley will follow all district policies. The Superintendent's administrative guidelines are available on BoardDocs at <http://www.board.ips.k12.in.us/index.php?id=4233>.

#### **COVID Health and Safety Guidelines**

William McKinley will follow district COVID policies which can be found at:

<https://myips.org/students-families/health-services>

**IPS Health and Safety Plan:** <https://myips.org/students-families/health-services/#hs>

# STUDENT/PARENT RECEIPT OF THE WILLIAM MCKINLEY FAMILY HANDBOOK 2023-2024

We are requesting that you acknowledge that you have received a copy of William McKinley's Student & Family Handbook. It is found at <https://myips.org/williammckinley> , if you would like a printed copy please call the office at 317.226.4239.

Please complete the form below and return it to your classroom teacher by August 11, 2023. Your cooperation is appreciated.

## FOR THE STUDENT:

My signature verifies that I have reviewed the 2023-2024 William McKinley Family Handbook. I am aware that I am expected to read this booklet and will be held accountable for its content and any new additions. I am aware that I am to take it home and review it with my parent(s)/guardian(s). If I have any questions, I will discuss them with my classroom teacher and/or school administrator.

## FOR THE PARENT/GUARDIAN:

### Directions for return of this form:

- 1.) Student and Parent/Guardian review and discuss the 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.) **Students return this page to the classroom teacher by August 11, 2023.**

Note: New and transfer students registering after the start of the 2023-2024 school year must return this acknowledgement page within one week after receipt.

Printed Name of Student:

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Signature of Student:

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Printed Name of Parent/Guardian:

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Signature of Parent/Guardian:

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Date: \_\_\_\_\_

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

Classroom Teacher:

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Principal: *Deana Perry*