1720 W. Wilkins Street
(317) 226-4249

Principal
Ms. Karen Linn linnk@myips.org

Assistant Principals
Mr. Mike Akers akersmt@myips.org
Ms. Shannon Ray rays@myips.org
Indianapolis Public Schools Mission Statement
“The mission of the Indianapolis Public Schools is to prepare and empower all students for life and to become enrolled, enlisted, or employed in our society.” – Board of Commissioners

William Penn’s Mission Statement
“The mission of William Penn is to provide quality instruction for all students through challenging and meaningful work in a safe and nurturing learning environment, enabling them to become productive citizens.” – Staff of William Penn School #49

Our Vision
“Empowering Students, Focusing on the Future, Exceeding Expectations!”

Office Hours:
Monday – Friday 7:15-3:00

Student School Day:
Arrive/Breakfast Begins 7:15
Late Bell/Tardy Time 7:40
Bus Riders/Car Riders Dismissed 2:10
Walkers Dismissed 2:20

- Please do not allow your children to arrive before the 7:15 AM bell. There is no adult supervision available before that time.
● Due to safety concerns at dismissal time, we will not dismiss any students directly from classrooms between 1:30 and 2:10 without prior approval from administration. If you need to pick your child up prior to 1:30 please notify the office in writing at least 24 hours in advance. Our office area gets very busy at the end of the day and we must be sure that all children are where they are supposed to be to ensure a safe dismissal. Thank you for your understanding.

Kindergarten Entrance Requirements: Indiana law requires children of legal settlement, who have not attained the age of five (5) by August 1st, shall NOT be eligible for entrance into the kindergarten program. The Corporation has a waiver from the Indiana Department of Education for children who have not attained the age of five (5) by August 1st. The waiver allows for children who will be five (5) by September 1st, to apply for an early admittance into the kindergarten program.

Student Attendance Policy Regarding Absences:

● **Excused.** An Excused Absence occurs when a student is absent from school or an individual class with either the approval of the Principal, Assistant Principal, or designee, or as authorized by Indiana Law. The following are absences that are generally recognized as excused: *Illness or Emergency, Death in the Family, Court Appearance, Health care and Social Services appointments, and Religious Commitments.* All other absences are generally considered unexcused unless, in the judgment of the school administrator, extenuating circumstances warrant the absence being classified as excused.

● **Unexcused.** An Unexcused Absence occurs when a student is absent from school or an individual class without obtaining either the approval or consent of the
school administrator, or designee, or as authorized by Indiana law. State laws have been adopted which hold the parent directly responsible for the compliance of his/her child to school attendance procedures - and in some cases, even under the penalty of incarceration.

- **Tardy.** Students are expected to arrive at school each day, for each class, on time. In cases where a student is tardy to class for reasons beyond the student’s control, such as a late bus, the student shall be admitted to class without a penalty. In cases where a student is tardy to class without a reasonable explanation, consequences established by the teacher and/or administrator will be imposed. A student shall not be denied access to class because he/she was tardy, unless there has been a repeated pattern of tardiness in the same class. In this case, the teacher will work with an administrator for intervention strategies. Car riders who arrive after 7:40 are to be escorted to the main office by the adult who drove them to school. Please do not drop your child off unescorted at the front of the school. It is a safety concern.

- **Truancy.** Pursuant to IC 20-33-2-11, IPS will define chronic truancy of students 17 years old and under as 25 days (sequential or nonsequential) unexcused absences in one semester.

**Reporting an Absence:** If your child must miss a day due to one of the above reasons, **please call the office (226-4249) by 7:30 the day your child will be absent** to let us know why your child is not in school. Excessive absences will be referred to our social worker for follow up.

**Visiting Our School/ School Safety:** We welcome you and want you to visit! Please know that we want to be active partners
with you as your child attends our school. Parent support is the single most important factor in your child’s success, and we value your input and presence. If you are able to visit during the school day, please let your child’s teacher know of your wishes in writing ahead of time (the day before your visit) so that we can know when to expect you. Pop-in classroom visits are not permitted. This is a safety precaution. All visitors must be “buzzed in” from the front door. Our staff and students are instructed not to open doors for visitors. Please don’t be offended by this policy. It is designed to ensure your child’s safety at that of our school.

Classroom Visits and Meetings with Teachers: Our first priority is the safety and security of your children and our staff while at school. If you wish to meet with your child’s teacher for a conference please call the school at 317-226-4249 or utilize the Classroom DoJo system to set up a time. We are happy to meet with you and encourage you to stay in close contact with your child’s teacher. Under no circumstances will unexpected visitors be permitted to interrupt classes.

School Dress Code: It is important that your child come to school each day prepared and dressed appropriately according to the IPS dress code. The district’s dress code can be accessed at: https://www.myips.org/site/handlers/filedownload.ashx?moduleinstanceid=48482&dataid=29487&FileName=2018_07_dress_code_revised.pdf

Our school’s dress code complies with our district one that can be found on the IPS website.

The William Penn Dress Code:
- **Shirts**: solid color, must have collar, must be tucked in at all times for grades 3-8, no tee-shirts unless worn under an approved collar shirt.
William Penn School #49...Empowering Students, Focusing on the Future, Exceeding Expectations!

- **Pants:** solid color (blue, black or khaki) – no denim. Blue jeans allowed, must be worn with a belt. If shorts: must be long walking shorts no shorter than 2 inches above the knee.
- **Sweaters/Fleece Jackets:** must be solid color, worn over approved collar shirt – with the collar showing. **HOODS/Hooded sweatshirts ARE NOT permitted to be worn in school.** Sweaters and sweatshirts that conform to the dress code are allowed. *If you are concerned about your child being cold due to the building’s air conditioning system, you may want to consider layers - a tee shirt under a collar shirt with an approved sweater or sweatshirt is recommended, especially in the winter.*
- **Shoes:** must be closed-toe (no sandals or flip flops)
- **Socks/Leggings/Tights** – no restrictions, but leggings may not be worn as pants. If they are under a dress or skirt, that’s fine.

**William Penn’s Bullying Policy:**
Our school district has published the following board policy regarding bullying. Our school’s policy is in alignment with the board’s.

“Bullying is prohibited in IPS as referenced in Indiana Code 20-33-8-13.5 and the IPS Board Resolution No 7520.

Students may not engage in bullying on school grounds, or while traveling to or from a school activity, function, or event. Furthermore, bullying is prohibited off school campus when students are representing IPS at any 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, or harm another student or group of students.
Bullying can take the form of spoken words, written or electronic communication, 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. “

What to do if you or your child suspects bullying: The following information can be used as a guide in helping families understand and define, and discuss bullying with children and the kinds of behaviors that are typical vs. those of concern that may require an intervention.

- The first step in addressing any concerns you may have regarding bullying is to begin by letting your child’s teacher know. Please encourage your child to report any concerns immediately to their teacher. By letting the teacher know right away that there is a problem, a response can happen much quicker and a peaceful resolution is more likely.

- If after speaking with your child’s teacher you still have concerns, please call the school office at 317-226-4249 to set up an appointment with an administrator, social worker, our guidance counselor. Keep in mind, our school administration most likely in classrooms and managing a variety of situations throughout the school and may not be available right away, but if you leave your name and number with our office staff one of us will call you back as soon as
possible.

**School Responses to Claims of Bullying:** If bullying behavior has been alleged, it must be taken seriously and addressed. The first action is that the **report must be made to an adult.** This can be a teacher or other adult who is employed at William Penn. If it is determined after an investigation by adults to be a possible case of bullying, the following responses will be utilized:

1. **Assistance** from our in-house behavior facilitator team members who are trained to help kids work through conflicts in a positive way
2. **Intervention** by an administrator: Could be a group or one-on-one discussion with those involved that is designed to mend the relationship or come up with an agreement to avoid future conflict
3. A **session of peer mediation** with our social worker or guidance counselor to work on mending the relationship between the students
4. A **student-led “get along” conference** where a neutral student volunteer (peer) helps the students in conflict work out the problem (while supervised by an adult monitoring the discussion)
5. A teacher **intervention plan** - a teacher sets aside time to talk with the students involved and a plan is agreed to
6. If all students involved agree, and bullying criteria has been ruled out, there can be a **group talk** with administration and/or the social worker to help solve the problem and come up with a solution that everyone feels good about.

7. **Extreme cases** will be addressed by school administration and could be referred to IPS Police for follow up (see the [IPS Code of Conduct](#)).

**Note:** It’s always best to encourage kids solve their problems peacefully and independently. This will enable them to be better conflict managers as they mature into adulthood. Sometimes, however, children (of all ages) need help learning conflict resolution skills. It is our belief that school is not only a place to learn about academic subjects, but how to navigate social relationships and handle peer conflict appropriately. We work with our students to manage conflict and promote positive relationships with one another. Please let us know if you have any concerns.

**IPS Student Code of Conduct:** Our school district and William Penn School #49 has adopted a district-wide student and family support system regarding behavior. Our school expectations coincide with our district’s [Student Code of Conduct](#) which assumes the best of intentions and expectations at all times, but also defines potential consequences for poor behavior choices.

**Cell Phone Policy:** Our school administration at William Penn realize that some students have cell phones. We know
that for some families, cell phones are the method of contact for parents and kids to communicate and stay connected after school and that is how you stay in contact. We do not, however, allow cell phone use at school under any circumstances. Our School’s Cell Phone Policy is as follows:

- **Students who have phones that they bring to school are to turn in their phone at the media center upon arrival.** Each child who has a phone will place their phone in a bag with their name on it. The phone in its identified bag will be locked up in the media center office. Just before dismissal we will return phones. Once they are returned, students must wait until he or she is outside of the building before using it in any capacity. If a student has been found to have their phone on them or in use for any reason during the school day, they will not have their phone returned until parents have conferenced with administration.

- **If a student does not turn in his/her phone they are breaking a rule.** If they attempt to use it or if it is observed during the school day, it will be confiscated and handed over to administration. Repeated possession or refusal to surrender the phone constitutes failure to comply and refusal to obey school rules. Consequences will be administered per the IPS Student Code of Conduct. Student phones will only be returned to a parent or guardian.
Meal Service Program/ Cafeteria Policies: William Penn is a Universal Feeding School. This means that all students receive free lunch and breakfast regardless of family income. All families, regardless of income, are required to fill out the free and reduced lunch/textbook application. These have been mailed to your home. If you for some reason did not receive one in the mail, they are available in our office.

Cafeteria Protocols:

- If your child brings a lunch: Soft drinks or any canned or glass bottled drinks as well as fast food is not permitted in the cafeteria. Students are not permitted to bring just a bag of chips or “junk food” for their meal. Please make sure that if you choose to have your child bring a lunch from home it is a nutritious one.

- Students enter the cafeteria in an orderly manner where they will be seated in their grade level area. Once all students are in the cafeteria, staff on duty will release tables to the serving line. We feel that mealtime is a time to relax and enjoy a break from class and rejuvenate our bodies. We ask that only soft talking occur during meal times so that the environment can remain calm and inviting for all. Loud or boisterous behavior that offends other people will not be tolerated. The adults on duty will monitor the activity level and serve as support for
students.

- Even if a student BRINGS a lunch from home, they are still entitled to parts of a school lunch as long as they pick 3 items from the choices (for example, a milk, vegetable, and a fruit). They may not, however, just take a “free milk” without getting 3 items total. So, if you would like your child to bring a lunch and get a free milk, remind them to go through the line and pick their 3 items even if they are eating their own food from home. (government policy)

- If a student wants to purchase additional a la cart (single) items, these are the prices. Students pay lunchroom staff as they pass through the line:

  Lunch:
  - Extra Milk: 40 cents
  - Extra Main Lunch Entrée Item: $2.00
  - Extra Vegetable, Fruit, or Extra Bread: 60 cents

  Breakfast:
  - Extra Cereal or Yogurt: $1.00
  - Extra Main Entrée: $1.40
  - Extra Graham Cracker: 40 cents
  - Extra Juice: 40 cents
  - Extra Milk: 40 cents
Eating Lunch with Your Child: From time to time parents may wish to eat lunch with their children. We welcome you and hope that you do! If you would like to eat a school lunch with your child in the cafeteria, simply write a note indicating your wishes to do so to your child’s teacher the day before your plan to visit so that we can count you on our daily lunch count.

Extreme Weather or Other Emergency Procedures: Occasionally, school must be delayed or closed due to snow or other emergencies. Be sure to listen to the local radio stations for reports of school closings or delays. A Connect-Ed (phone message from administration or another IPS leader) will notify families of the changes. In the event that school would close early due to bad weather or another type of emergency, your child needs to know where to go should you not be home if an emergency arises. We need current phone numbers at all times so that we can reach you in the event of a weather or health emergency that involves your child. Please visit our school’s website to read our building safety plan at https://schools.myips.org/williampenn/ for more information about our school wide procedures for. Please contact the office with any safety concerns at 317-226-4249.

Contagious/Communicable Disease and Head Lice Policy: In order for our children and staff to maintain good health and prevent the spread of infection or infestation, we have the following restrictions regarding the health of our school community:

- Any student who is vomiting or has had diarrhea is required to stay home from school for at least 24 hours after their symptoms have stopped. For example, if a student is sent home from school on a given day vomiting, he/she is not to attend school the next day. It must be at least 24 hours since their symptoms stopped before they are allowed back. Please keep in mind, this
policy is in place in order to protect all students from a potentially aggressive and contagious illness.

- If a student has a fever of 99 degrees or higher they should stay at home. A student must be completely fever free for 24 hours before returning to school. Any students with a fever of 99 degrees or higher must be picked up immediately. If we are not able to reach a parent or guardian of a sick child in a timely manner, an immediate referral to our social worker will occur. **For the safety of your child, we must be able to reach a parent at all times. If your contact information changes, please notify us so we can update what we have on file. For the health and well being of all children and staff, if your child is ill they must be picked up within 30 minutes of our notifying you.**

- Any rashes or unexplained skin outbreaks will require a student to be picked up from school immediately and a doctor’s note must be turned in before the student is allowed back in school.

- All students must have up to date immunization records on file in order to attend school.

- A current “Secure Pick-Up Form” is kept for all students. **If your home, work, or emergency telephone numbers change, please let us know. It is vitally important that we have current contact information at all times.** If you move during the school year, you will need to change your address with the school office immediately.

**Student Medications:** All student medications must be kept in the school’s Clinic. Original bottles are to be brought in to the school office by the child’s parent/guardian and must be accompanied by a completed “Medical Form.” We have these forms in the office, or you can download one online:
If this form is not on file for your child, we are not permitted to administer medication to your child. **All medications will be given in the clinic. Students are NOT EVER allowed to self-administer medications in classrooms or anywhere on school grounds - not even cough drops!**

**Homework Policy:** Homework is an important part of your child’s education. Your child will have some sort of homework Monday thru Thursday night.

There are times when your child may not have a paper activity to do, but may have something like reading aloud to an adult for a reading log or reviewing math facts as part of their homework. This is important work and is also considered homework! Please communicate with your child about his/her homework. They should be engaged in some sort of school practice activity every night Monday-Thursday. Older children may have additional times when doing homework on the weekends is expected. Remember, it’s all to move your child forward and grow academically. 😊 Your support of your child’s homework and school participation is vital to his/ her success.

You can help! Being involved in your child’s education largely hinges on how you support your child at home with the day to day activities like homework completion and getting ready for each school day (eating breakfast, dressing appropriately, getting enough rest, getting exercise and spending time with friends). We do not expect parents to DO homework! We just ask your support so that your child has a predictable routine for getting it done.

**Grades:** Now is the time to set academic goals! Encourage your child to aim high and accept nothing less than their personal best! William Penn School #49 follows the IPS grading scale
below for grades 1-8. PreK and Kindergarten use a somewhat different scale due to the curriculum at that level. For students in grades 1-8 we use the following scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Value</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Students in Pre-K and Kindergarten will be evaluated using the following grading scale:

- O – Outstanding
- S – Satisfactory
- I – Improving
- N – Not Satisfactory

**Celebrations/Awards:**
Each grading period/quarter we will have an “Honors Recognition Assembly” in the gym for our students who have demonstrated superior levels of academic achievement,
citizenship, and attendance. It will be held generally the week after report cards are sent home.

The following levels of achievement will be recognized in the celebrations in the gym. (There may be other awards given in classrooms as well). Special area grades are counted too.

- **Perfect Attendance** – No absences (excused or unexcused), and no more than 2 tardies
- **Good Citizenship** – Consistently displays superior behavior (including daily compliance with dress code). Demonstrates the “Tiger Way” in all areas of the school and in transit to and from home each day.
- **High Honor Roll** (All A’s)
- **Honor Roll** (All A’s and B’s – no C’s)
- **Honorable Mention** (All A’s and B’s and no more than one C).
- **Most Improved** – Can be behavior or academic (2 per classroom)

**Our Parent/Teacher Organization (PTO):**
Please join! We welcome any parents, guardians, and grandparents! Meetings are held about once a month. We are looking for new ideas and members! It is a great way to be involved at school at whatever level you desire.

**Athletics:** Our school has several opportunities throughout the year for student participation in a variety of sports. We want to ensure that our students and families have a positive experience while involved in sporting events. If your child decides to be in a sport he/she will be required to agree to and sign a contract that outlines the expectations and behavioral criteria for continued participation. We also ask that parents also agree to the terms
STUDENT-ATHLETE CODE OF CONDUCT

Participation in athletics is a privilege, not a right. Student-athletes are to conduct themselves in a manner that is appropriate. Student-athletes are expected to be role models and set the standard for the rest of the student population regarding behavior and citizenship. Disciplinary action, as deemed appropriate by the coach and/or administration, will be taken for any offense or behavior that is unbecoming of a student-athlete. The disciplinary action may determine whether a student is eligible to participate in athletic practices and/or games.

- Formal referrals to administration will result in consequences ranging from loss of playing time, to game suspensions and all the way up to eventual removal from the team.
- If an athlete is required to serve an in-school suspension, he/she will not be permitted to practice or participate in a game after school on that particular day.
- An athlete may be dismissed from a current athletic team or prevented from participation on future athletic teams at the discretion of the coach and/or administration due to repeated disciplinary infractions.

**Academic Eligibility**: Student athletes must maintain a 95% attendance rate, a 2.0 GPA with no more than 2 grades below a C, and have minimal behavioral issues. Any student-athlete with more than one F at midterm of any grading period or on any weekly grade check after midterm will be placed on probation. When on probation, student-athletes are permitted to practice, but are not permitted to compete in games until probationary status is lifted. Any student-athlete not meeting the criteria for
eligibility will be declared ineligible for the next 9-week grading period.

**Practice Expectations**: Student athletes are expected to attend all scheduled practices unless excused by coach or school absence. If a student-athlete misses two practices or the practice before a game without a valid reason, he/she may not be permitted to play in the next game. However, the student-athlete must still attend the game as part of the team. Failure to attend may result in the student-athlete missing an additional game. If a student-athlete misses a game without a valid reason, he/she may be suspended for the next scheduled game. However, the student-athlete must still attend the game as part of the team. Failure to attend may result in the student-athlete missing an additional game. If a student-athlete misses four practices/games without a valid reason, he/she will be removed from the team.

**Social Networking Sites**: Student-athletes are responsible for information contained in written or electronic transmissions (i.e. e-mail) and any information posted on a public domain (Twitter, Instagram, Facebook, Snapchat, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Any individual identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

**Sportsmanship**: Good sportsmanship is viewed as a commitment to fair play, ethical behavior, and to the integrity of the sport. All participants and fans are expected to model good sportsmanship.

**School Rules**: All school rules are in effect at all times during extracurricular activities.
William Penn Parent Athletic Spectator Contract

In recognition of my/our child choosing to participate on a William Penn sports team, I/we agree to follow the standards listed below.

· I/We will remain in the spectator area during competitions.

· I/We will “Honor the Game” by showing respect for all involved with the game including coaches, players, opponents, opposing fans, table crew, and officials.

· I/We will place the emotional and physical well-being of my/our child ahead of a personal desire to win.

· I/We will not drink alcohol at games or come to a game under the influence.

· If capable, I/we will help when asked to do so by a coach or an official.

· I/We will not be confrontational with the officials during or after the game, either on the field or in the immediate vicinity, such as the parking lot.

· I/We will support coaches and officials working with my/our child in order to encourage a positive and enjoyable experience.

· I/We understand that games can be exciting for my/our child as he/she deals with the fast-paced action of the game, responds to opponents/referees/teammates, and listens to
coaches. I/We will not yell out instructions, as it is the coach’s duty to instruct the athletes.

· During the game, I/we will make only sportsmanlike comments that encourage my child and other players on both teams.

· I/We understand that if I/we conduct myself/ourselves in a way that does not meet with these standards and behaviors, I/we will be asked by coaches, officials, or school personnel in charge of the event to leave the facility immediately.

* Please know that our Athletic policies/agreements are designed to ensure that all students and family members are fully able to enjoy and participate safely in our athletic events. If a situation occurs where a student or spectator is not complying with our expectations, they will be directed to leave the premises immediately. IPS Police will be notified if necessary. Remember that sports are a learning experience for our children. Sometimes we’ll win, sometimes we will not. It is important that our athletes are able to fully learn the valuable lessons that participating in athletics can provide. If you are interested in volunteering for a sports program, please contact our office in order to secure the volunteer form. All volunteers that work with children must pass a criminal background check as part of the volunteer screening.

Setting Goals/ Encouraging our Students: We’re a team! Let’s make this year the best yet! Please let us know if you have questions or concerns and consider becoming involved as a volunteer. Even if you work, there are ways to be part of our school community. Please connect with your child’s teacher early and stay connected throughout the year. We have the same goal:
Success for your child in academics as well as socially. Welcome to William Penn!

It’s going to be a great year!

-Ms. Linn, Ms. Ray, Mr. Akers, and the Staff of William Penn School #49