

**2018-2019**  
**Student Family HANDBOOK**  
**Eleanor Skillen Elementary**  
**School #34**



**1410 Wade Street**  
**Indianapolis, IN 46203**  
**317.226.4234**  
**Principal: Angela Ludlum**  
**ludluma@myips.org**  
**<http://www.myips.org/eleanorskillen34>**

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## I. School Information



### 2018-2019 Eleanor Skillen Elementary School #34 Staff

Title	Name	Room	Email
Principal		301	
Assistant Principal	Brandy Zollman	137	zollmanb@myips.org
Secretary	Desiree Jones	300	jonesdd@myips.org
Parent Involvement	Timothy Frederick	302	frederte@myips.org
Social Worker	Jennifer Beutler	253	thilgesja@myips.org
Behavior Specialist	Shaun Crosbie	224	crosbies@myips.org
Psychologist	Shandolyn Aboudou	107	cont900sda@myips.org
Literacy Coach	Nicki McGowan	202	mcgownann@myips.org
Preschool Teacher	Isabelle Perricone	101	perriconei@myips.org
Preschool Teacher	Pam Berg	103	bergp@myips.org
Kindergarten	Cathy Clady	102	cladyc@myips.org
Kindergarten	Emily Bergman	104	bergmane@myips.org
First Grade	Susan Hingle	111	hingles@myips.org
First Grade	Talynn Howard	112	howardt@myips.org
Second Grade	Maureen Surface	113	surfacem@myips.org
Second Grade	Rebecca Haag	115	haagr@myips.org
Third Grade	Regain Edwards	202	edwardrd@myips.org
Third Grade	Georgie Roth	203	rothg@myips.org
4th/5th Reading	Ali Ardaiole	211	ardaioloa@myips.org
4th/5th Math	Julie Beaty	212	beatyj@myips.org
4/5/6 Science & Social Studies	Jennie Bick	213	bickj@myips.org
4/5/6 - ELA	Teresa Schaefer	214	schaefert@myips.org
5th/6th Reading	Dawn Wilkey	216	wilkeyd@myips.org
5th/6th Math	Robin Summers	215	summersr@myips.org
Primary ED		106	
Intermediate ED	Michael Schwartz	208	schwartzm@myips.org
Inclusion - primary	Cristi Lee	204	leec@myips.org
Inclusion - intermediate	Alyssa Toney	204	toneya@myips.org
Speech Therapist	Tiffany Glick	224	cont34tb@myips.org
ESL Teacher	Jennie Martell	201	martellj@myips.org
Title One	Mary Henderson	114	hendertsme@myips.pg
Art for Learning	Adam Menchinger	226	menchingera@myips.org
Physical Education	Joseph Ranallo	162	ranalloj@myips.org
Music	Beth Brooks	235	brooksb@myips.org
Behavior Adjustment	Jane Henderson-Brooks	114	hendersonja@myips.org
Life Skills Primary	Marci Stephens	116	stephensm@myips.org

Life Skills Intermediate	Haley McIntyre	218	mctinyreh@myips.org
Special Ed Assistant		208	
Special Ed Assistant	Judy Humphrey	116	humphrej@myips.org
Special Ed Assistant	Virginia Mounts	116	lowemountsv@myips.org
Special Ed Assistant	Steve Demuth	218	demuths@myips.org
Special Ed Assistant	Kim McClellan	218	mcclelkr@myips.org
Preschool Assistant	Andrea Lotz	101-03	lotza@myips.org
Preschool Assistant	Tainia West	103	westt@myips.org
Preschool Assistant	Teresa Gibson	101	gibsont@myips.org
Staff Custodian	Mary Carlyle	159	carlylem@myips.org
Gallahue Gen Ed Students	Jess Laumann	164	Jlaumann@ecomunity.com
Gallahue EH Students	Julia		
Food Services Manager		152	

**ELEANOR SKILLEN MISSION STATEMENT:**

At Eleanor Skillen School 34, we are transforming lives by developing kind and compassionate leaders, innovators, creators, literate problem solvers, and productive citizens in our ever changing world.

**ELEANOR SKILLEN VISION STATEMENT:**

Transforming Lives

**STUDENT PLEDGE:**

As a School #34 Wildcat, I pledge to be a safe, responsible, and respectful scholar.

**WILDCAT CORE VALUES:**

- We are kind.
- We are student focused.
- We have high expectations.
- We persevere.
- We learn everyday.

# IMPORTANT PHONE NUMBERS

Eleanor Skillen School #34 Office – 317-226-4234

Indianapolis Public Schools Transportation – 317-226-4500

Indianapolis Public Schools Service center – 317-226-4000

<http://www.myips.org/eleanorskillen34>



## 2018-19 School Year 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				

SEPTEMBER						
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30						

NOVEMBER						
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JANUARY						
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MARCH						
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30	31					

MAY						
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30	31					

AUGUST						
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OCTOBER						
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DECEMBER						
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FEBRUARY						
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APRIL						
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JUNE						
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30	31					

First Semester	
Friday, August 3	District Convocation
Monday, August 6	First Day
Tuesday, September 4	Professional Development
Wednesday, September 26	Parents In Touch Day
Mon, Oct 8 - Fri, Oct 19	Fall Break
Monday, October 22	Professional Development
Wed, Nov 21 - Fri, Nov 23	Thanksgiving Break
Tuesday, November 6	Election Day (Holiday)
Thursday, December 20	Last Day of 1st Semester
Friday, December 21	Semester Close (Flex day)

Second Semester	
Monday, January 7	First Day
Tuesday, January 22	Professional Development
Mon, Mar 25- Fri, Mar 29	Spring Break (Flex days)
Mon, Apr 1 - Fri, Apr 5	Spring Break (guaranteed)
Thursday, June 13	Last Student Day
Friday, June 14	Yearly Close
Mon, June 17 - Fri, July 5	Summer School Session
Mon, June 17 - Fri, July 5	Summer School Session

<b>Professional Development Days</b>
All instructional personnel report. Students DO NOT attend.
<b>School Opening Preparation Days</b>
All school-based employees attend to prepare for the opening of school.
District Convocation, school staff meetings, full teacher workday.
<b>Days of Student Attendance</b>
<b>Parents in Touch Day</b>
<b>Holidays</b>
Holiday pay distributed according to employee group contract.
<b>Records and Close-out</b>
<b>Flex Days</b>
As needed to make up days of school closure.
<b>Break</b>
<b>Summer School</b>
<b>Summer Break</b>

Summary of Days	
Students	
Semester 1	81
Semester 2	99
<b>Total</b>	<b>180</b>
Staff	
PD days	4
Workdays	4
Student days	81
<b>Semester 1</b>	<b>89</b>
PD days	1
Workdays	1
Student days	99
<b>Semester 2</b>	<b>101</b>
<b>Total</b>	<b>190</b>

# DRESS CODE

## Uniform Options

### A. Shirts/Blouses

- Solid colors
- Straight, button-down collar, turtleneck or mock turtleneck
- Long or short sleeves
- Polo-style (logo size may not exceed 1 1/2")
- Must be tucked into pants/ shorts at all times
- No T-shirts



### B. Pants/Shorts/Skirts/Capri Pants/Jumpers

- Solid colors: khaki, black or navy blue (no denim/blue jeans allowed)
- Pleated or flat-front
- Fastened at the waist
  - Must be worn with a belt and set above the hip (grade 3 and above)
  - "Walking"-length shorts limited to 2" above the knee
  - ▲ Solid navy blue or black shorts may be worn under skirts, provided they do not show



### C. Sweaters/Sweater Vests/Fleece Jackets

- Solid colors
- Must be worn over an approved shirt
- V-neck
- Crew neck
- Cardigan
- Logo size may not exceed 1 1/2"
- Hooded items must bear the official school logo and are subject to district guidelines regarding headwear being worn inside the building



### D. Sweatshirts

- Solid colors
- Must be worn over an approved collared shirt
- Shirt collar must extend over sweatshirt
- Hooded items must bear the official school logo and are subject to district guidelines regarding headwear being worn inside the building

### E. Shoes

- Any color acceptable
- Closed toes
- Closed heel or strap heel



### F. Boots (no restrictions)

### G. Socks (no restrictions)

### I. Belts (required for Grades 3-8)

- No logos
- Any color
- Made of fabric or leather
- Required for all pants/shorts made with belt loops (elasticized waistbands without loops are excluded)



## **II. School Policies**

### **SCHOOL OVERVIEW**

Our kindergarten through sixth grade curriculum is multi-cultural, child-centered, and non-competitive, where teacher collaboration and team teaching throughout the grades are key. A wide variety of teaching strategies and learning methods are used by our teachers. This enriched learning environment is designed to prepare our students to be enrolled, enlisted, or employed.

#### **A. DAILY SCHEDULE**

9:00 AM—All students enter the building and breakfast - parents will not be allowed to enter the building with students

9:20 AM—Students are **tardy**

3:15 PM—**Students will not be released early from class without proof of appointment**

3:55 PM—Dismissal begins

#### **B. ATTENDANCE**

Indiana State law requires children to attend school on a regular basis. Good attendance is a very important part of your child's success in school. Students are expected to be in school. Our daily school goal is 95% attendance. For your child's absence to be legally excused, it must be for one of the following reasons:

- Working at the polls on Election Day
- Documented personal illness (medical concerns/emergencies)
- Death or loss in the immediate family
- Subpoenaed as a witness at court (documented)
- Personal tragedy (administratively approved)
- Health facilities verification note
- Juvenile or Criminal Justice System detention

If your child is going to be absent, please phone the school before 9:15 a.m. to report the child's absence. It is your responsibility to let us know the reason that your child is not in school. Family vacations are not excused absences. Perfect attendance means the child is not tardy from school. Being on time to class is important. Students are to be in their seats and ready for instruction when the tardy bell rings at 9:20 a.m. Students arriving after 9:20 a.m. are required to sign-in at the office and receive a tardy pass before going to class.

A social worker will closely monitor the attendance of students. The parent of any student who has 3 unexcused absences will be contacted by the social worker. If absences continue, the principal will become involved in the matter. Further unexcused absences will result in principal conference, attendance contract, referral to court for Failure to Ensure, and/or referral to Child Protective Services.

#### **C. ARRIVAL/DISMISSAL PROCEDURES**

According to IPS Board Policy, animals are prohibited from school grounds. People picking up/dropping off, no animals are allowed on grounds. According to IPS Board Policy and State Law, smoking isn't allowed on school property, including in cars during pick up or drop off.

##### **A.M.**

Students are allowed into the building at 9:00. Students will be welcomed in the building and will have the option to go to breakfast. Breakfast is grab-and-go style. Students do not have to get breakfast, although it is encouraged.

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL BEFORE 9:00 A.M.**



## **P.M.**

Afternoon announcements will begin at approximately 3:50. Immediately after, car riders will be dismissed. Car riders are dismissed from the West doors – DOOR 9 ONLY. Bus students dismiss from North gym doors -at 3:52. Walkers dismiss at 3:55. Walkers dismiss out DOOR 4 - and are escorted to the Wade Street or Kelly Street sidewalks by classroom teachers. Please meet your child at the crosswalk.

**Every student must be designated as one of the following:**

- a car rider
- a bus rider
- a walker

**\*\*\*\*If you drive to the school to drop off or pick your child up, they will be considered a car rider for that day and must arrive and dismiss through Door 9 on the West side of the building. Students are NOT to be dropped off anywhere except the car rider door. Dropping your child off in the Boyd or Wade and having them cross the street and walk through the parking lot is VERY dangerous for your child.** We work hard to move our car rider line as quickly as possible, but please know that even though it may feel like an inconvenience, this is the safest method for ALL students.

## **Car Riders**

**A.M.** - Cars will drop students off in the back of the building at **DOOR 9 - which is the same as the pick up door.** We will have staff there ready to welcome students at 9:00.

**P.M.** - Car riders may be picked up from Door 9 at approximately 3:55. Cars may form a line down Wade Street along the South and West sides of the building at 3:45 until dismissal begins. Please do **NOT** line up along Walker or Boyd Streets and take care not to block neighbor's driveways.

## **Bus Riders**

**A.M** - Buses line up on Kelley St and students are welcomed into the building through the Northeast gym doors, Door - 12 at 9:00.

**P.M.** - Bus riding students dismiss at 3:52. Buses load and depart from Door - 12 on the North side of the building.

Transportation cards will be mailed to your home with the following information: bus number, bus stop, time of pick up and time of drop off. Buses are assigned based on seats for the number of regular riders. Please do not confuse your child or our bus drivers by attempting to make other arrangements without approval. If you have any questions concerning the bus stops, please call the Transportation Office at **317-226-4300**. Please check the bus information received from the transportation department to see what time your child's bus will arrive. Children should be at the bus stop 10 minutes before the bus pickup time. The bus cannot wait for students and still arrive to school on time. Buses will stop at assigned stops only. Children are expected to ride on their assigned bus and sit in their assigned seats.

## **Walkers**

**A.M.** - Walkers are welcome to enter the building beginning at 9:00 through the East Entrance, Door 1. Students are required to utilize crosswalks and obey all signs/guards at all times while walking to school. Students are NOT to be on school grounds prior to 9:00.

**P.M.** - Walkers dismiss at 3:57 and exit Door 4 on the Southeast side of the building. Students may cross at the crosswalk on Wade or walk along the sidewalk toward Boyd Street and cross at Kelly Street. Staff will assist our students to cross the streets safely.

### **TRANSPORTATION CHANGES**

If you need to change your child's transportation arrangements, please notify the office in advance. In case of an emergency, please call the office as soon as possible to allow time to get your message to your child. **Frequent changes in dismissal make it difficult for students and staff members to know what to do. Please have a consistent plan for transportation so that your child does not get confused.** We will NOT be able to arrange for early pick up after 3:15 unless it is an emergency or you have proof of appointment. Frequent requests for early pick up will be considered attendance concerns and will be addressed with parents by administration.

### **EARLY PICK UP**

To arrange to pick up your student(s) for scheduled appointments during the school day, you must contact the office as soon as possible to provide notice. Parents/guardians must come to the office to sign-out and pick up their student. Students will not be called to the office prior to their parent/guardian's arrival. Students will not be released to anyone other than those listed on the Emergency Enrollment Card. A picture ID is required for release of students.

**No early dismissals will be made after 3:15pm due to student safety and activities in progress for regular dismissal unless there is an emergency or proof of appointment.**

### **D. ADDRESS AND PHONE CHANGES/EMERGENCY CONTACTS**

Parents must have at least two current telephone contact numbers on file in the office. This information is recorded on the medical emergency card. The phone numbers may be a family member or neighbor. Occasionally, emergencies happen at school such as illness or accident for which contact needs to be made with a student guardian as quickly as possible. You will be asked to fill out a medical emergency card at the beginning of the academic year. **Please contact the office as soon as possible if changes need to be made to your student(s) emergency contacts.**

### **E. CHILD CUSTODY**

"Parent" as defined in the Indianapolis Public Schools 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 a court of law decrees otherwise.

### **F. STUDENT RECORDS**

**Right of Access.** The parent of a student or an eligible student has the right to inspect and review such student's education records maintained by IPS. A parent, shall be presumed to have authority to inspect and review student's records unless IPS has been provided with written notice that there is a court order that restricts or terminates a parent's authority to access the student's records under applicable State statutes governing matters such as divorce, separation, and legal custody.

**Manner of Exercising Such Rights.** Such rights shall be exercised by presenting a written request to the office of the Superintendent or the principal of the school which the student attends. The request shall specify the specific records which the parent or eligible student wish to examine. In the event that the exact records as described in the request cannot be identified the appropriate school official will immediately contact the parent or eligible student by letter or otherwise, to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the appropriate school official and the parent or eligible student but, in no event shall be more than forty-five (45) days after receipt of the written request. A school official shall be present during any such inspection to assist in the interpretation of the records

where they reasonably require any professional interpretation. The parent(s) must submit sufficient proof of his/her identity to the school official before inspection of a student's records shall be permitted.

## **G. ILLNESS OR INJURY AT SCHOOL**

If a student becomes ill or injured at school, the student will be sent to the office and a parent will be notified. There are times in which a parent will be asked to pick up a student; this is determined on a case-by-case basis. We do not have accommodations for students who are ill to remain in the office for an extended period. If we cannot contact a parent or guardian, the person listed as the emergency contact will be notified. If there is a life-threatening emergency, we will call 9-1-1 and transport your child to the hospital. A staff member will accompany your child and wait with him/her until a parent or guardian arrives at the hospital. Please ensure we have your current contact information by updating it regularly with the office.

## **H. DISPENSING MEDICATIONS**

In accordance with the Indiana Statutes, all IPS principals, secretaries, and teachers follow the following procedures.

1. No medication will be administered or made available to any student until there is verification that it is by order of a physician. Any medication requiring a physician's prescription and sent to school for school personnel to dispense must be accompanied by the form included in this handbook. No medication will be administered without this form completed and sent with the medication.
2. All pupils taking prescribed medication during the school day must do so in the nurse's office.
3. Non-prescription medications, such as aspirin, cough medicine, etc. are not given to students unless there is a signed permission form from the parent for a school official to do so.
4. Students shall have no medication in their possession during the school day. All medications must be sent to the office upon arrival to school. The only exception to this would be an inhaler used for severe cases of asthma (a doctor's note is required). The teacher can keep the inhaler in her desk for the student.

## **I. INCLEMENT WEATHER PLAN**

IPS is responsible for the safety of students while at school which extends to the possibility of natural and manmade disasters and that such emergencies are best met by preparedness and planning. Our school system of emergency preparedness ensures:

- A. The health and safety of students and staff is safeguarded;
- B. Minimum disruption to the educational program occurs;
- C. Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety shall be identified by appropriate personnel and responded to in accordance with the plan for emergency preparedness. Procedures for the handling of emergencies, include a plan for safe evacuation of the school or sheltering in place. In the event of inclement weather parents will be notified via ConnectEd call, social media, and local news.

## **J. VISITORS**

**For the safety of all students, visitors to our school are required to stop at the main office and present valid government issued identification.** In order to best preserve the educational environment for all students, we request that visitors to the classroom arrange to do so with the teacher in advance. All classrooms have a dedicated location for visitors to sit while observing or assisting. Expectations and guidelines for classroom visitation and volunteers are outlined below. **ONLY APPROVED VOLUNTEERS, WHO HAVE ARRANGED A VISIT WITH ADMINISTRATION OR TEACHERS WILL BE ALLOWED IN THE SCHOOL DURING THE SCHOOL DAY.**

**Due to student safety, parents are not allowed to walk their child into school.**

Any visitor to the classroom must be on the “Approved Volunteer List”. This form is found at myips.org. Under “students and families” on the gray toolbar select “volunteer” and then fill out the form. It usually takes one to two weeks for it to be processed. You may call the school office and ask for the Parent Involvement Educator (PIE) to find out if your request has been approved or not. This process must be done every school year even if you were approved the previous year. **NO EXCEPTIONS!**

#### **K. VOLUNTEERS AND CLASSROOM VISITATION**

- You must apply and be approved through the district to be a volunteer or field trip chaperone. See PIE for assistance.
- All approved volunteers will need to complete the volunteer training with PIE prior to volunteering.
- All volunteering needs to be pre-arranged with the teacher or administration.
- Enter the class quietly and sit in the designated visitor area.
- Do not talk to the teacher or students unless the teacher begins the conversation.
- Cell phones and other electronic devices need to be silenced and out of student view.
- No siblings or other children may accompany parents into the classroom.
- No food, drink, or chewing gum is allowed in the classroom.
- Parents must follow the same classroom rules and procedures as the students.
- If there is a concern, please make an appointment to discuss it with the teacher at a later time. Do not interrupt instructional time to address concerns.

#### **L. PERSONAL PROPERTY**

Students are **not** allowed to bring the following items to school:

Electronic and/or gaming devices, toys, or any other items deemed a distraction by teacher or administrator.

All of these items will be confiscated and only a parent/guardian may pick them up in the office.

The school is not responsible for any lost or damaged property brought to school.

#### **M. Cell Phones**

Any student bringing a cell phone to school must have the cell phone **completely powered off and stored out of sight during the school day**. Any cell phone disrupting the educational environment will be confiscated and locked in the principal’s office until picked up by a parent/guardian. The school is not responsible for any lost or damaged property brought to school.

#### **N. PARTIES AND BIRTHDAY CELEBRATIONS**

A child’s birthday is a very special day and we would like to share in celebrating your child’s birthday. Students’ names are included in morning announcements wishing them a happy birthday and they get a birthday prize. Our instructional year does not allow for 25+ parties in each classroom. **For that reason, we ask that you please save all treats and celebrations for your child’s birthday for home.**

#### **O. FIELD TRIPS**

Field trips are an integral part of a child’s educational growth. Students have an opportunity to learn through a variety of experiences in the Indianapolis area. Students must have signed permission slips for all field trips. Permission via phone or note will not be accepted. To avoid your child missing an opportunity to be part of an excursion, please be sure to sign and return the permission slip on time. Additionally, field trips are a privilege extended to students actively engaged in scholarly behavior; even with parent permission, student participation is subject to teacher and administration discretion.

## P. LOST AND FOUND

Please label personal articles with student's names. If an item is lost, encourage your child to check the lost and found. Please note that our storage space is limited and thus items in the lost and found are periodically donated to charity so it is important to check for lost items as soon as they are discovered to be missing.

## Q. TEXTBOOK RENTAL

All students are assessed textbook rental fees, unless they are approved for free textbooks through the Textbook Application process or by Direct Certification. **THERE ARE NO UNIVERSAL TEXTBOOK SCHOOLS.** Students enrolled in Universal Meal Schools must still be approved for free textbooks through the Textbook Application process. If the student is not approved for free textbooks, the parent/guardian must pay textbook rental fees.

The application for Textbook Assistance must be filled out completely. The Food Service Department mails the Textbook Applications to all IPS households prior to the opening of school. All applicants will be notified promptly by mail as to the approval or denial of their applications. A student's Textbook status **DOES NOT** transfer from another school district.

If you have any questions regarding these rates or the collection of these fees, please contact the School Secretary, at 226-4234 or the Business Office at 226-4410. If you have any questions regarding the Textbook Applications please call 226-4951.

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are bar coded and can be monitored through this process. Textbooks may be taken home but it is the responsibility of the child and parent to ensure that the materials are returned to the school the following morning in good condition. **If a book should be lost or damaged, the parent will be responsible for paying the replacement cost.** The parent will be notified of the amount due and will be responsible for paying this amount. Library books are charged late and damage fees in accordance with the schedule available from the librarian or media center supervisor. Students with missing books, fines, or damaged materials will be limited in book choices items or unable to check out books until all outstanding fees are paid.

## R. IMMUNIZATIONS

No student will be allowed to remain in a public school in the State of Indiana without proper immunizations. The shots that are required include: DTP, Polio, Measles, Mumps, and Rubella, Hepatitis A & B, and Chickenpox. The State of Indiana has added new requirements for immunizations for students entering kindergarten and for sixth graders.

### Preschool Requirements:

- 3 Hepatitis B
- 4 Diphtheria, Tetanus & Pertussis (DTaP)
- 3 Polio
- 1 Measles/Mumps/Rubella
- 1 Varicella

### K - Grade 3 Requirements:

- 3 Hepatitis B
- 5 Diphtheria, Tetanus & Pertussis (DTaP)
- 4 Polio
- 2 Measles/Mumps/Rubella
- 2 Varicella
- 2 Hepatitis A

### Grades 4-5 Requirements:

- 3 Hepatitis B
- 5 Diphtheria, Tetanus & Pertussis (DTaP)
- 4 Polio
- 2 Measles/Mumps/Rubella
- 2 Varicella

### Grades 6-11 Requirements:

- 3 Hepatitis B
- 5 Diphtheria, Tetanus & Pertussis (DTaP)
- 4 Polio
- 2 Measles/Mumps/Rubella
- 2 Varicella
- 1 Tetanus and Pertussis (Tdap)
- 1 MCV4 (Meningococcal conjugate)

## **S. TITLE IX POLICY**

### **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 may be reached at: Title IX Coordinator 120 E. Walnut St., Room 602B. Indianapolis, IN 46204, (317) 226-3870,

### **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.

## **T. BULLYING POLICY**

Bullying is prohibited in the Indianapolis Public Schools 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.

## **U. NOTICE OF NON-DISCRIMINATION**

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.

## **SECTION 504**

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

## **V. PARENT INVOLVEMENT**

We welcome and appreciate parent involvement at Eleanor Skillen. All parents volunteering must be an approved volunteer. (see K. VOLUNTEERS AND CLASSROOM VISITATION) Please like us on facebook for up to date info about opportunities to be involved. Additionally, please make sure that your phone number is updated in the office so you will get weekly calls detailing events at 34.

## **W. USE OF TOBACCO POLICY**

Please be aware of the policy prohibiting the use of tobacco on property owned or leased by the IPS at all times. **This includes personal vehicles while they on IPS property.** The Board recognizes the health hazard presented to students and staff and is working to insure the safety of our students. Everyone on School #34 property is expected to comply with this policy at all times.

## **X. ANIMAL POLICY**

Animals are not allowed on school property or in the building with the exception of certified therapy animals for documented medical purposes. All animals should be kept off school property for safety reasons.

## **III. CAFETERIA INFORMATION**

### **A. BREAKFAST AND LUNCH PRICES**

Breakfast & Lunch is provided to all IPS Students at no cost. Visitors and volunteers may purchase meals at the prices listed below:

Adult Breakfast—\$2.25

Adult Lunch—\$3.75

Milk or Juice—\$.40

### **B. LUNCH VISITATION**

If you are on the approved volunteer list, you are welcome to join your child for lunch during his/her regularly scheduled

lunch period. No outside food (with the exception of student sack lunch brought from home) is permitted in the cafeteria during student lunch period. If permitted by the principal, parents/visitors/guests may bring in an outside student meal on a pre-approved special occasion. This meal must be eaten in the designated area. Other expectations may be defined by the administrator on a case-by-case basis.

#### **PACKING LUNCHES**

Students may bring their lunches. Please send items that do not need to be kept cold or need heated. We emphasize good nutritional habits at School #34. Students are not allowed to bring gum, candy, large bags of chips, or carbonated beverages to school (soda or energy drinks).

### **IV. ACADEMIC AND SOCIAL ACHIEVEMENT**

#### **A. INTERIM REPORTS AND REPORT CARDS**

Report cards are designed to give you information about your child's progress throughout the year. All IPS schools will operate under 9-week grading periods. Midterms will be sent home at the end of the fourth week of each grading period.

You will receive formal updates on your student's' progress towards their grade level standards every four and a half weeks through report cards and interim reports.

Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. All IPS schools will operate under 9 week grading periods. Mid-Terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students.

#### **Students who receive a D or F in math or reading face possible retention.**

In addition, you will receive results from DIBELS, TRC, IREAD, ILEARN, as well as other building level assessments. ILEARN is the State of Indiana mandated test given in late April that involves grades 3, 4, 5, and 6 each year. Each student in these grades will be tested in English/Language Arts and Math. Students in Grade 4 and 6 will take the Science exam and students in grade 5 will take the Social Studies exam.

#### **B. CONFERENCES**

Please feel free to arrange a meeting with your child's teacher at any time. We will conduct Parents In Touch Day on **September 26, 2018.**

#### **C. HONOR ROLL**

B average that does not include music, art, and gym.

Students cannot receive a D or F in any subject, including music, art, and gym.

Count points (A=4, B=3, C=2, D=1)

Grade point average of 3.00 or above

#### **BUG (BRINGING UP GRADES)**

Students have the opportunity to earn a BUG award starting the second grading period. Students must bring up or raise at least one grade. All other grades must stay the same and not go down. Students cannot receive a D or F in any subject.

#### **D. STUDY HABITS AND HOMEWORK**

Homework should be an extension of the classroom. Homework may be the continuation of incomplete classroom assignments, or it may involve an enrichment activity designed to extend the learning of the student. Homework should be completed by the student and returned to school the following day. **All students should be reading nightly.** This will improve primary students' fluency and intermediate students' comprehension. In order for students to become better readers they need to practice on a consistent basis.

We have found that poor homework habits contribute to lower grades for students. We most often find that this occurs in the fourth, fifth, and sixth grades. You can help to monitor your child during homework time and help your child be responsible for his/her education. It will also keep you informed of the subject matter that your child is studying. Our



hope is that you will support us in this endeavor.

Grade	% Value								
A	100-91	B+	89	C+	79	D+	69		
A-	90	B	88-81	C	78-71	D	68-61	F	59-0
		B-	80	C-	70	D-	60		

## V. SCHOOL SAFETY

Safety is a must with our precious children. The doors into the building remain locked at all times. This is to keep any possible danger out of the building. We do not allow anyone other than office staff to unlock the doors for safety reasons. Students are not allowed to open doors for **anyone**.

Please discuss the importance of reporting issues of safety or injury to an adult when the situation happens. The situation can be dealt with and resolved quickly if the supervising adult is aware of the situation. If not reported at the time it happens, it makes it harder to resolve the situation. Once again this is for the safety of **all** students.

### A. EMERGENCY AND CRISIS PLANNING

Fire drills, tornado drills and lockdown drills are done to help prepare students in case of an emergency. We have regularly scheduled fire, tornado, earthquake, and intruder drills. Posted escape routes are found in each room. Children must move quickly, quietly, and follow the directions of the adult in charge.

### EMERGENCY SCHOOL CLOSINGS

Occasionally, school must be closed because of snow or other emergencies. Listen to the local radio station, watch TV, check facebook or twitter, or visit [www.myips.org](http://www.myips.org) for reports of school closings. Schools may be delayed in the morning. If this is the case, buses will come one or two hours later, and the day will begin one or two hours late. Dismissal will remain the same unless announced otherwise by the media during the day. Your child needs to know where to go should you not be home if an emergency school closing occurs. Please discuss the emergency procedures with your child and periodically go over the plan with your child. It is impossible for all students to call home at once. In an emergency, the telephones may not function.

## VI. STUDENT BEHAVIOR

### A. BUS SAFETY

Riding the bus is a privilege. Improper behavior on the bus or at the bus stop can result in that privilege being denied. From the time the students board the bus in the morning until they leave the bus in afternoon, school rules must be followed—especially regarding violence, obedience, and respect. It is extremely important that parents talk with their child about safety and behavior on the bus. Please review the rules of good behavior as well as safety rules with your children.

Parents will be notified when bus rules are broken or when students are uncooperative with the bus driver or monitor. Repeated bus misbehavior will result in suspension from the bus. If a student is suspended from the bus as result of improper bus behavior, **it is the parent's responsibility to get the child to and from school on time during the suspension.** Absences resulting from a suspension from the bus are not excused. Continued misbehavior will result in your child being removed from the bus for the remainder of the school year.

## B. BUS RULES

1. Arrive at the bus stop 10 minutes before pick-up time. The driver is NOT permitted to wait for students.
2. When the bus arrives, stand well back from the curb or stopping point and wait until the bus comes to a full stop.
3. Never reach through the window to take an item from a friend. Do not put your head or arms out of the windows when on the bus. No object is to be thrown into, out of, or inside the bus.
4. Do not eat or drink on the bus.
5. Students are expected to be courteous and obedient to the driver.
6. Tobacco, drugs, alcohol, weapons, explosives, or any other dangerous articles are prohibited.
7. The ignition of matches, lighters, etc. is prohibited.
8. Students must not use obscene language, gestures, or gang signs.
9. Fighting, yelling, or loud talking is not permitted.
10. Harassment or intimidation of others is not permitted.
11. Students will never use the rear emergency exit except when requested by the bus driver.
12. Willful destruction or defacing of school bus or private property surrounding school bus stops is prohibited.

## C. PLAYGROUND RULES

Recess is an important activity and is scheduled before or after lunch. Students should always be prepared to go outside for recess. We will go out if the weather is above 32 degrees. Please make sure your child is dressed accordingly.

## D. PBIS SCHOOL-WIDE EXPECTATIONS

Maintaining a positive environment for students to learn is very important. Throughout the year, the school-wide expectations are introduced to the entire student body through stations. Each station discusses the expectations for that area. These will be reviewed each nine weeks with an emphasis on being safe, respectful, and responsible. Please discuss these with your child(ren). Also, in order to remind students about the importance of being safe, respectful and responsible, the entire building says the school pledge each morning during morning announcements: **As a School #34 Wildcat, I pledge to be a safe, responsible, and respectful scholar.**

<p style="text-align: center;"><b><u>Wildcat Car Rider Expectations</u></b></p> <ul style="list-style-type: none"><li>* Be seated, facing forward in grade level lines.</li><li>* Keep items packaged.</li><li>* Listen for your number or name.</li><li>* Leave quickly and quietly.</li></ul>	<p style="text-align: center;"><b><u>Wildcat Bus Expectations</u></b></p> <ul style="list-style-type: none"><li>* Be respectful to everyone and follow all directions from bus staff.</li><li>* Sit quietly in your seat, facing forward with packed items on your lap.</li><li>* Keep all body parts to yourself, away from the windows and other students.</li><li>* Feet must remain on the floor.</li><li>* Keep food and drinks packed away while on the bus.</li></ul>
<p style="text-align: center;"><b><u>Wildcat Cafeteria Expectations</u></b></p> <ul style="list-style-type: none"><li>* Enter silently in a single line.</li><li>* Go to table assigned and fill all seats.</li><li>* Remain seated unless told otherwise.</li><li>* Remain silent until given the signal for quiet conversation.</li><li>* Clean your area and wait for directions before leaving the cafeteria.</li></ul>	<p style="text-align: center;"><b><u>Wildcat Restroom Expectations</u></b></p> <ul style="list-style-type: none"><li>* Stand in line silently and away from the wall.</li><li>* Use restroom quickly, silently and respectfully.</li><li>* When washing hands: 1 pump of soap and 3 pulls of paper.</li><li>* Place paper towels in the trashcan.</li><li>* While getting a drink of water, count to 7 silently. Your time is up.</li></ul>

<u><b>Wildcat Hallway Expectations</b></u>	<u><b>Wildcat Playground Expectations</b></u>
<ul style="list-style-type: none"> <li>* Walk silently in a line.</li> <li>* Stay to the right.</li> <li>* Hands and feet to yourself.</li> <li>* Stay with your teacher.</li> <li>* Students on errands MUST have a hall pass.</li> <li>* Leave school supplies in classroom except for entrance and dismissal.</li> </ul>	<p>Beginning of Recess:</p> <ul style="list-style-type: none"> <li>* Walk from the building silently and stop at the gate.</li> </ul> <p>Enter playground when given directions.</p> <p>On the Playground:</p> <ul style="list-style-type: none"> <li>* Play with others in a safe manner. (no pushing or pulling)</li> <li>* Respect the equipment and use it as intended.</li> <li>* Keep your hands and feet to yourself.</li> <li>* Leave mulch on the ground.</li> <li>* Follow teachers' directions.</li> </ul> <p>End of Recess:</p> <ul style="list-style-type: none"> <li>* 1st Whistle—Stop: Freeze!</li> <li>* 2nd Whistle—Line up as directed by the teacher.</li> <li>* 3rd Whistle—Students stand silently in line.</li> </ul>

**PARENT COMMUNICATION**

Weekly Behavior Sheets will be sent home each day from the teacher communicating how the child's behavior was for the day. Please review this each evening, read the comments, if any, and then sign it. We are trying to stress responsibility on the student's part. Please make sure that your child gives this to you each evening. If you do not get it please contact the teacher. Weekly progress reports from your child's teacher(s) will be on the back of the Daily Behavior Sheet. This will give you an idea of how your child is doing academically in class on a weekly basis. Once again it is important to you support the teacher by making sure that this report is signed and returned. The progress report will be sent home on Monday with any graded work from the previous week.

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. Parents In Touch Day is September 26, 2018, but conferences can be arranged at any time. Please call the school to arrange a time to speak with your child's teacher if you wish to have a conference. The parent liaison can also assist you in this matter.

**Communication between parents and teachers is very important. E-mailing the teacher is often times quicker. Please see the list of email addresses on page 5 of the handbook. Phone calls during the school day will not be sent to the classroom. Teachers will return phone calls and e-mails within 24 hours.**

**VII. IPS Anti-Discrimination Statement**

Indianapolis Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding the non-discrimination policies, please contact the following persons:

- Title IX Coordinator / Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150;
- Section 504/ADA Coordinator / Health Services Coordinator, 120 E. Walnut St., Sixth Floor, Indianapolis, Indiana 46204, 317.226.4406;

For any other inquiry relating to IPS's non-discrimination policies, please contact the Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150.

For further information on non-discrimination, visit <https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.