



2026-2027

Daniel Webster #46 Family Handbook

1450 S. Reisner, Indianapolis, IN 46221

(317) 226-4246

<http://www.myips.org/danielwebster46>

Principal: Allyson Peterkin peterkam@myips.org

Assistant Principal: Jennifer Clark clarkjx@myips.org



Dear Daniel Webster Family,

Welcome back to school. We're so happy you chose Daniel Webster #46! This handbook has been assembled to provide you with important information about our school and answers to questions you may have.

We truly believe we are partners with you and your family. We want to have an open line of communication at all times. Your child's success in school and life is our number one priority and we cannot do that without you as our partner.

We also know that each families' expectations, traditions, perspectives, and beliefs are different between each household we serve. If there is ever a practice, activity, decision, or event at Daniel Webster that you feel like we need to examine, reflect on, or change, please bring this to our attention. We grow with your feedback and value your opinions.

Sincerely,

Mrs. Allyson Peterkin, Principal

Mrs. Jennifer Clark, Assistant Principal

The Daniel Webster Staff

Daniel Webster's Mission

Here at Daniel Webster, we believe in IPS's **mission** to empower and educate all students to think critically, creatively, and responsibly, to embrace diversity, and to pursue their dreams with purpose.

Our **vision** is to foster a safe and inclusive community that strives for equitable and collaborative learning where students take charge of their academic and social/ emotional learning.

We **believe** all of the Daniel Webster students, staff, and stakeholders have the following rights:

- We have the right to learn and teach in a safe and caring environment
- We have the right to feel a sense of belonging
- We have the right to make mistakes, because, without them, we do not grow
- We have the right to positively advocate for ourselves and others, letting our voices be heard
- We have the right to our identity
- We have the right to be held to high expectations and be challenged
- We have the right to mutual respect and encouragement
- We have the right to an education that promotes creativity, innovation, wonder, and passion

The **action** we will take to accomplish this is by providing a safe and supportive environment where strength-based, trauma-informed, and equitable practices are provided for all.

Important School Times:

8:30 am- Office opens

9:00 am- Doors open to students, busses are unloaded and breakfast starts

9:20 am- Tardy/late bell

3:50-4:00 pm Announcements & Dismissal of bus riders

3:45-4:10 pm Car rider dismissal- Richland Street

4:05-4:10 pm Walker and bike rider dismissal- Reisner Street

After 4:10 pm all remaining students will be picked-up in the main office.

MAIN OFFICE HOURS: 8:30 am-5:00 pm

TEACHER HOURS 8:45 am-4:15 pm

Important Information about Pre-K:

Please know that, due to Pre-K regulations, Pre-K students must be dropped-off and picked-up from school by an adult. We cannot allow a student in Pre-K to walk to and from school with older students/ siblings unless an adult is present. Pre-K students DO NOT qualify for bus transportation. If this does not work for your family, and a Pre-K student misses too much school due to transportation, we will ask that you withdraw your child and wait to enroll them until they are of kindergarten age. We apologize for the inconvenience this may cause.

Student Attendance/Reporting an Absence:

*The most recent federal data show that in the 2020-21 school year, at least **14.7 million students** nationwide were chronically absent. Chronic absence — missing 10 percent (18 days) or more of school days due to absence for any reason—excused, unexcused absences and suspensions—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school. - Attendance Matters*

Missing school is one of the biggest barriers for our students.

Missing too much school:

- creates gaps in a student's learning
- can lead to childhood anxiety and low self-confidence
- can create a barrier for a student who may have a specific learning disability to qualify for special education services
- May result in students made to repeat 3rd grade due to Indiana law

An Indiana law was passed in March 2024 requiring the following:

- After 5 unexcused absences, the school and family are to meet and create an attendance plan together.
- After 10 unexcused absences, schools are to report the student and their family to the state prosecutor's office.

Attending school regularly is essential for a child's academic and social development. We also know that families may need help to get their students to school regularly. We are here to help! Please reach out to one of our social workers, Mrs. Dee Knop, or Mrs. Sarah Gould, or our administrators, Mrs. Allyson Peterkin or Mrs. Jennifer Clark, if you need help. We WANT to help and problem-solve with you.

TYPES OF ABSENCES AND DEFINITIONS

Excused Absence	• Personal illness/injury. A parent must contact the school before 9:45 am and submit documentation upon the child's return (formal documentation required for each absence after 5 absences have accumulated) • Medical, dental, counseling, and other select required appointments (formal documentation required) • Death in the immediate family (formal documentation required) • Major religious holidays (documentation required) • Personal tragedy (administrative approval required)
Unexcused Absence	• Any absence not covered under the definition of excused or exempt absence • Student absence due to prearranged family trips/vacations
Exempt Absence	• Participating in an election (formal documentation required) • Duty as a page/honoree of the Indiana General Assembly (formal documentation req'd) • Testifying in court under subpoena (formal documentation required)
Tardy	• Arriving to school after 9:20am
Early Dismissal	• Leaving the school prior to the dismissal time of 3:55 pm We HIGHLY encourage families to avoid early pick up. We teach until the bell rings and do not want your child missing out on important knowledge and skills.
Reminders	• Routine, non-emergency appointments (vaccinations, dental cleanings, etc.) should be arranged outside of school hours or during school breaks when possible. If it is necessary for your child to miss school, she/he is expected to attend school both before and after the appointment. • Contact the school social worker with questions

PROCEDURES FOR REPORTING ABSENCES, TARDINESS & EARLY DISMISSAL

Absence	● Report your child's absence by using the <u>PikMyKid</u> app. or calling the school by 9:45 each morning. ● Failure to report an absence each day a student will be out, will result in the absence being recorded as <u>unexcused</u>.
Tardiness	● If your child is tardy to school, an adult must sign the child in at the main office.
Early Dismissal	● Parents/Guardians must sign a child out at the school office using the dismissal app. if leaving before scheduled dismissal. ● Adults will be required to present identification before a child will be released to them. ● Students will not be released to anyone other than the parent or guardian unless confirmation has been received from the parent/guardian prior to the release. ● <u>We would like to discourage early dismissal whenever possible.</u> ● To make sure all students get home safely, we ask that families pick students up before 3:30, or wait until 4:00 dismissal time. This will limit students and adults in the front office so that staff can focus on getting students home safely. ● Designated emergency contacts and those adults able to take your child from school should be listed on the school Emergency Form.

School Work Missed Due to Absences:

Students who are absent will be expected to complete any assignments missed while absent. Depending on the child's grade level, they will generally have a week to make up any missing assignments due to an absence. Please contact your child's teacher for more details.

After School Activities on Days Absent:

If a child is absent for the entire day of school, he or she may not return to school for any after-school activities or family events. The only exception would be if a parent or guardian received permission from an administrator.

Illness or Injury at School

Daniel Webster has partnered with the Shalom Health Care Center to provide a Shalom Health Clinic in our school with a nurse practitioner who is able to do more than a school nurse, such as prescribe medication and test for strep and other common illnesses. A new waiver **MUST** be on file each year for your child to see our nurse practitioner. A benefit of having a Shalom Clinic at Daniel Webster is that if you are not sure if you should send your student to school due to illness, they can go to the Shalom Clinic once arriving at school and if the Shalom Clinic sends a student home, it is accompanied with a doctor's note to make the absence excused.

If a student becomes ill or injured at school, the child will be sent to the school's nurse practitioner, and if warranted, the parent or guardian will be called to pick up the student. We do not have adequate resting space at the school for sick children to stay all

day when they are ill. If we cannot reach a parent, the person listed as the emergency contact will be called. It is expected that a sick child is picked up within 90 minutes of reaching a family member or emergency contact. Students must be free from vomiting, diarrhea, and fever *without the aid of medicine* for 24 hours before returning to school.

If there is a life-threatening emergency, we will call 911 and transport your child to the hospital. A staff member will accompany your child 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 and emails current in case of an emergency.**

Medication

If your child needs to take medication at school, complete the request to administer medication form and bring in the medication in its original container. **Students are not allowed to carry medication on them during the school day.** Our Shalom nurse practitioner on-site is trained to administer medication.

Immunizations

Ensuring that your child's vaccinations are up-to-date is required. **The school cannot allow your child to attend without proper vaccinations**, unless the child is exempted for religious or medical reasons, or if a doctor has provided documentation that your child is scheduled to be vaccinated. If your child does not receive shots due to medical reasons we must have a **doctor's statement**. If your child does not receive shots for religious reasons a written statement must be submitted to the school **each year**.

Required and Recommended School Immunizations, Indiana 2025-2026

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19 Haemophilus influenza B Pneumococcal conjugate
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

Child Custody Matters

Provide the school with a copy of any legal documents regarding student guardianship or visitation rights. This helps us ensure student safety, avoid confusion, and maintain the legal rights of all individuals involved in your child's life. These documents become a part of your child's permanent record at the school. The school will remain a neutral party during any custody matters and follow all Indiana laws around custody matters.

Breakfast and Lunch Service

IPS participates in a universal free lunch program. All students may eat breakfast and lunch at no charge. Students may choose to bring lunch from home. There is a nominal charge for milk or juice purchased separately from a school meal. **Students should limit**

unhealthy food choices when bringing food from home. We ask that individual serving sizes are sent to discourage sharing food. All lunch items should be a small/ individual quantity that can be consumed in the cafeteria during lunch. Please supervise the food choices students bring to help promote healthy eating habits.

- Students are not to share or trade any food items brought from home in the cafeteria.
- If your child has a medically documented dietary need, please contact the front office for information on modified meals.
- Adults may also purchase a school breakfast and/or lunch. Please let us know in the morning if you are going to be at school and want to order lunch.
- If you plan to bring lunch to school for your child, you must arrive prior to the beginning of your child's lunch period or they will be provided a school lunch.
- Menus are distributed electronically through ManageBac and on the [IPS website](#).
- If you would like to have lunch with your child at school, please let the front office know ahead of time. We will make a space available in the front office for you and your child to enjoy lunch together.

Recess

- All Daniel Webster Pre-K-5th grade students have a daily 20-30 minute recess period.
- If a child needs to stay in at recess due to illness, a note must be sent to the office. Students will not be kept inside for more than 3 days without a doctor's note. Children are expected to bring cold weather gear so play may continue in winter. Recess is held inside if the weather makes it unsafe to be outdoors. Generally, we do not go outside if

temperatures and/or wind chill are below 20 degrees Fahrenheit or above 90 degrees Fahrenheit.

- Tennis shoes are the recommended footwear for school. Closed-toe, closed-back shoes are always required at school.
- Recess privileges can be restricted or lost if a child is playing unsafely on the playground.
- A student may lose no more than 5 minutes of recess a day as a consequence of a behavior in the classroom.

Transportation

When it comes to transportation, student safety is our priority. The main transportation provided to students who live more than 1 mile from the school is a bus. IPS contracts with the bus company First Student, for our school bus needs.

Key Contacts	Phone
IPS Help Desk and Transportation	317-226-4000
IPS Police	317-226-4633

Also, visit the district’s transportation resources and guidelines [here](#).

Please adhere to the following pages for a helpful visual of arrival and dismissal procedures.

Procedures

TEMPORARY TRANSPORTATION CHANGES:

- If your child's transportation is changing for the day (ex. bus to car), we request that you notify the school through the PikMyKid app or by calling the school the day of the change by 2:30pm .
- Your child cannot ride a bus home with another child unless it is on your child's regularly assigned bus.
- **If a change in transportation is not received through the dismissal app or by a phone call from a parent, we will follow the usual mode of transportation for the child.**

PERMANENT TRANSPORTATION CHANGES:

- If your address changes or you are adding a daycare stop, call the school as soon as possible to set up the new address.
- Generally it takes at least 3-5 working days for bus stop changes to take effect.
- If you have a concern about your child's bus stop location and safety issues, call the IPS transportation office at 317-226-4000. ***(The school cannot make transportation changes)***

WALKERS

- Parents are asked to instruct their children in safe habits, including crossing the street only at corners.
- Walkers who walk with an adult, will start being released to their adult at 4:05pm out the main doors.
- Students in kindergarten through 3rd grade cannot walk home without an older sibling, an adult or an older neighborhood student.

	● All Pre-K students MUST be picked up by an adult.
CAR RIDERS	● Parents/guardians remain in vehicle during arrival and dismissal ● A card with a number on it will be given to each family to display in their vehicle when picking up students. ● Students exit/enter vehicles on curbside only ● Car riders start to be placed in cars at 3450 for K-5th grade at the back of the school (Richmond Street) ● DO NOT PICK UP CAR RIDERS/ WALKERS IN THE FRONT OF THE SCHOOL UNTIL AFTER 4:10.
BIKERS	● Lock bikes in the designated area only. ● Cross streets only at corners ● We expect bikers to wear a helmet. If you need a helmet or a bike chain, contact one of the social workers. ● Bike riders are dismissed at 4:10.
DURING BEFORE & AFTER SCHOOL ACTIVITIES	● We have a before and after school care program, AYS. AYS staff will go over arrival and dismissal with families who sign-up for the program. ● If your student is in a before or after school club, sport or activity, the staff member in charge will collect students at the front door and release them out the front door as well.

FirstView: MOBILE APP

Use the directions linked [here](#) to download the First View app to view the real-time



location of your child's school bus on your smartphone, tablet, or computer. FirstView enables you to see the location of your child's bus before and after school, confirm that your child's bus has arrived at the bus stop and at school, and receive push notifications or email messages when the bus is a certain distance from your stop.

Arrival Process

Students are not admitted into the building until 9:00 am. All bus riders and walkers will enter at Door #1. **All students** being dropped off in a car between the time of **9:00 am-9:20 am** should be dropped off on Richland Street at Door #8. After 9:20 am, your student will be considered tardy and should then enter the building at Door #1. If your child is tardy, please walk them in. Students are not supervised outside of the school building before 9am. Please make sure students stay in their cars or do not walk to school too early.

Dismissal Process

3:50 pm- Announcements begin and K/1st grade bus riders are walked to the bus by staff members.

3:55- 2nd-5th grade bus riders are dismissed to the buses and checked off by staff members.

3:45-4:10 Car Riders are dismissed out of the back doors on Richland Street. Families are asked to stay in their cars and add to the car rider line when they arrive at the school. Students will be escorted to cars by staff members in the order the cars arrive. Due

to long car rider lines, we ask that families picking up only 3rd-5th graders, arrive at at 4:00pm.

4:05 pm- Once buses leave, walkers who walk with an adult start to be dismissed as adults arrive through the main doors off of Reisner Street.

4:10 pm- All walkers and bike riders are released out of the main doors on Reisner Street.

After 4:10 pm all remaining students will need to be picked up in the main office.

If a student is not picked up by 5pm, IPS police will need to be called to escort the child home. We do not have staff who are always able to stay past 5pm.

Phone Calls

PARENTS CALLING SCHOOL: Office staff will deliver all emergency calls and messages to students and teachers. Non-emergency calls will not be put through to classrooms during instructional time. A message will be taken by the front office staff and the teacher/ staff will return your call within 24 hours.

STUDENTS CALLING HOME: Calls home will be for emergency purposes, such as illness or a student has gotten hurt, and will be directed by a staff member from a school phone. Students are not permitted to use personal devices to call home. Personal devices, such as cell phones, should be powered off and put away during the duration of their time in school and on the bus. If a student is feeling anxious or upset and wants to talk to a parent/ guardian, we

will support this request, unless the parent/ guardian states not to allow it. The teacher will let an administrator know and the student will make the call in a private location using a school phone.

Visitors

Family members are important to our school community and are always welcome! Daniel Webster welcomes assistance in the classrooms and observation of your child in the instructional setting. Visitors must sign in with a valid ID at the office upon entering the school. If a family member wants to help in the classroom, there is a volunteer process that must take place first. Please call the school and ask for Carrie Cornelius, our FACE Liaison, to ask about volunteer opportunities. You can also reach her by email: corneliusc@myips.org.

If you need to speak with a teacher regarding your child's progress, homework, behavior, etc., contact the teacher via email, Kinvo, or by phone to make an appointment. The teacher will not be able to hold conferences during instructional time unless the meeting is prearranged.

School Safety Plan

Each school has a detailed safety/emergency plan in place developed in collaboration with the IPS Safety Office. Schools conduct safety drills including Fire, Lockdown, and Tornado drills during the year. In case of emergencies that would require an early dismissal or evacuation off-site, parents will be notified. For emergency purposes, it is imperative that parents keep their contact information up-to-date at all times with the school office.

Daniel Webster will continue to implement *PikMyKid* this year on top of our safety plan. This is an online platform that we will use during drills to make sure all students are accounted for and that we will monitor students who are in the building at all times. We believe this system will aid us in keeping your children even safer! We will support families in utilizing this resource.

Money and Notes

Any money (for field trips, book fair, etc.) and notes from home should be given to the child's classroom teacher at the beginning of the school day. Please send notes and/or money in a sealed envelope with the student's and teacher's name on the front and the purpose of the money. Please limit the amount of money sent to school with your child to the exact amount needed.

Deliveries & Item Drop-Off

Students are expected to come to school prepared with all items that they need for the day. If a student forgets an item and it is not a true emergency, we utilize this as a teachable moment and a parent delivery is not necessary. Examples might include a forgotten water bottle or homework folder. In some instances we will call and ask for someone to bring an item to school if a family member is able, this could be a computer or computer charger. We DO understand that in many cases, a family member will not be able to come to the school with the item, and in those cases we will make do.

Meal delivery services (ie, ClusterTruck, DoorDash, Jimmy Johns) to students are not allowed.

Any drop-off items will be placed in the main office and the student will be called down to pick the items up or the item will be delivered to the classroom- families do not have to wait for the drop-off items to be picked up by the student.

Items from Home

Gaming devices, trading cards, toys, and candy are not permitted at school unless authorized by a staff member. Students will be asked to keep these items in backpacks and not to bring them back the next day. If a staff member does need to confiscate items, the items should be returned at the end of the day to the child. If this is a recurring problem, the staff member may hold the item until a parent/ family member can pick up the item and discuss the recurring issue.

If your child's teacher allows particular items to be brought for sharing time or recess, the items should be labeled with your child's name.

Students in grades Pre-K-3 are not allowed to bring purses. Students in grades 4-5 must keep their purses in their cubbies. Bringing purses is highly discouraged as a book bag should be sufficient for carrying personal needs.

The school is not responsible for any loss or damage to items brought to school with or without permission.

School Storage

Students are provided with a cubby to store their coats, book bags, lunch boxes, gym shoes, and extra school supplies. In most instances, a student will share a cubby with another student.

Cubbies cannot lock. Please do not send valuables to school with your student. Busy classrooms can sometimes have items go missing. Any personal items brought to school are done at your own risk.

Personal Technology Devices

In response to Indiana Legislation and [Senate Bill 78](#), Indianapolis Public Schools has adopted the following personal electronic device policy. For purposes of this policy, a **personal electronic device** means any portable wireless device capable of voice, messaging, or other data communication, including a cellular telephone, tablet computer, laptop computer, gaming device, or smartwatch connected to a cellular network, cell tower, or the Internet.

The usage of personal electronic devices are prohibited during the school day. This includes, but is not limited to, classroom time, lunch, and hallways. Personal electronic devices that are brought to school must be stored in a secure location throughout the school day. Students are permitted to use personal electronic devices before and after school hours. Any use of personal electronic devices on school property is subject to the Acceptable Use Policy. At any point during the school day, parents can call the main office line of the school to communicate any necessary information.

Homeroom teachers will instruct students to power off all personal devices and put them away in their backpack and all devices should remain powered off and put away until the end of the day.

If a student is found with their device, school staff will confiscate the device:

- 1st offense - Student may pick up the device at the end of the school day
- 2nd offense and beyond - Device must be picked up by parent/guardian

If a student refuses to give the device to staff upon request, an administrator will be called.



Permitted Exceptions

A student may possess or use an electronic device during the school day if the use is:

- (a) teacher-directed instructional use on a school-supplied device;
- (b) included in the student's Individualized Education Program (IEP);
- (c) included in a Section 504 Plan under the federal Rehabilitation Act of 1973;
- (d) necessary for the management of a documented medical condition pursuant to a licensed health-care provider's order;
- (e) necessary for language translation to ensure access for multilingual learners, prioritizing school-managed tools where available;
- (f) authorized by the superintendent or the superintendent's designee at the appropriate time during an emergency.

School Provided Technology At School

- K-2nd grade students will each have access to an IPAD and charger for the school year.
- 3rd-5th grade students will have access to a Chromebook (laptop) and charger for the school year.
- These devices are checked out to the student for the year and recollected at the end of the year.
- To be able to use these devices all families/ students must sign a Student Technology Responsible Use Agreement provided by the school at the start of each year.
- Students are expected to only use the school provided devices for school related tasks.
- Devices will be sent home in case of virtual school. We highly recommend that students keep their devices in their backpacks when they do bring them home and only take them out when they are using them for school work. This is a smart way to make sure the device is not left at home, lost or damaged.

- If a family does not have WiFi for when students have virtual school days, please call the school and request a MiFi be checked out and sent home with your student. A MiFi is a portable WiFi unit that the district can loan you for the school year. MiFi's are to be returned at the end of the school year and should only be used for school related-tasks. There is no cost to the family.

Field Trips/Educational Field Experience

The students at Daniel Webster participate in field trips throughout the school year. Families are asked to sign a permission slip for each field trip their student goes on. Parents are sometimes asked to donate a suggested amount to our school field trip funds to offset entrance fees. No child will be denied participation because of an inability to contribute. Younger siblings and those not attending our school are not permitted to attend grade-designated field trips. Family members who would like to chaperone should fill out our volunteer application/ background check at the start of the school year. Information about volunteering and the necessary background checks can be found here:

<https://myips.org/get-involved/volunteer/>

Extra-Curricular Activities

Daniel Webster students are offered a variety of opportunities including after-school clubs, tutoring, and athletics. Information

will be sent home throughout the year pertaining to these activities including participation guidelines, meeting dates and contact information for the staff member leading the club, activity, or sport. Activities vary year to year, depending on student interest.

Birthdays

Daniel Webster celebrates birthdays each day during our school-wide announcements, and each birthday child receives a birthday sticker and small prize. We appreciate families celebrating students' birthdays outside of school.

Volunteering at Daniel Webster

Daniel Webster welcomes volunteers! Any adult working with students, during school time or after school, must have an Application to Provide Volunteer Services Form on file.

Visit: <https://www.myips.org/get-involved/volunteering-with-ip> to complete the volunteer form online. Criminal History Background checks are required annually of all volunteers. Please be aware that it may take up to two weeks for your volunteer application and background check to be processed. These policies are in place to guarantee the safety of your children. Please ask Luisa Martinez or Carrie Cornelius in the front office if you need help. If you need financial assistance with the cost of the background check, please reach out to Ms. Cornelius in the front office and she will inform you if there are funds to support.

Lost Books/Broken Technology

Textbooks, library books, and student technology devices are furnished to students on a loan basis. Parents/guardians **MAY** be assessed a fee for lost or damaged books and technology. Please support your child in being responsible with school property at home.

Lost and Found

Lost items are placed in a designated area in our cafeteria. Unclaimed items are donated to a charity at the end of the year. Families are strongly encouraged to label coats, lunch boxes, book bags, masks, and water bottles for the speedy return of lost items to the owner.

School Pictures and Yearbooks

Professional school pictures are taken in the fall and spring by an outside vendor. Ordering information is sent home a few weeks prior to Picture Day. All students will have a picture taken in the fall, which will become their yearbook photo. A school yearbook is available for purchase through the vendor.

Withdraw of Students

If a student is leaving Daniel Webster School 46 for any reason, the withdrawal process is as follows:

- The family informs the school of the student(s) last day. We will send home any personal items on this day.

- The student(s) stay enrolled in our Power School system until one of the following happens:
 - We receive a 'Records Request' from the child's new school.
 - We receive written communication (letter, email, text) from the child's guardian stating the child will be homeschooled.
- Once we receive the homeschool letter or records request from the new school, then we unenroll your student(s) from our system and have the last day of their attendance as the un-enrollment date.
- Please know someone from the school will reach out to the family on a weekly basis until we receive the new school's records request or homeschool letter.

Media Coverage

From time to time reporters may accompany our community partners during one of our special events such as Shoe Day. They photograph students involved in school activities. They also may request to interview students. If for any reason you do not want your child photographed, filmed, or interviewed, please be sure to indicate this on your child's permission form and make sure you have a complete form in the office. These forms will be available to you at the Back to School BBQ or upon enrolling your child. If we do not hear from you, and you do not have a form completed in the office, we will assume that you do not object to your child being interviewed and/or photographed for publication in a newspaper or radio/television broadcast.

RESPONDING TO STUDENT BEHAVIORS

Daniel Webster staff support students in assuming responsibility for their behavior by encouraging them to make appropriate and constructive choices. Students learn to make decisions in the areas of social behavior, curricular inquiry, time management, and work habits. We strive for students to attain the attributes of the Warrior Way of being safe, kind, respectful, and responsible.

All behavior is communication. When a student behaves in an unexpected way that disrupts the learning environment, we seek first to understand and then to address the situation through reflection, restitution, and natural consequences. Our responses include, but are not limited to:

- | | | |
|-------------------------------|---------------------------------|-----------------------------|
| ● Guided reflection | ● Parent conferences/ shadowing | ● Detention |
| ● Contracts | ● Temporary time out | ● Time out |
| ● Targeted instruction | ● Alternative schedule | ● In-school suspension |
| ● Counseling | ● Individualized behavior plan | ● Restriction of privileges |
| ● Restorative Justice Circles | | ● Administrative conference |
| ● Restitution | | ● Out of school suspension |
| ● Parent phone call | | |

IPS Discipline Procedures:

The IPS School Code of Conduct can be found on the IPS website and is linked [here](#). The guiding principles are to be safe, respectful, and responsible. IPS requires teachers and principals to document behavior incidents and consequences electronically.

Consequences for major offenses may include suspension with a parent re-entry conference, and/or referral to the IPS district adjudicator for assignment to an alternative placement.

Daniel Webster School #46's Bullying Policy:

Our school district has published the following board policy regarding bullying:

"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.

Administrators 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.

Parents and/or students who suspect that bullying is taking place should report the matter to a school staff member. Upon receiving the report, both parties involved will be contacted and the incident

will be investigated at the building level and consequences will be applied, as appropriate, consistent with the Board's policy entitled "Student Discipline."

The following information can be used as a guide in helping families understand, 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 school behaviors of your child or another is to begin at the classroom (teacher) level. By letting the teacher know there is a problem, a response from adults can happen much quicker.
- If, after speaking with your child's teacher, there are still concerns, please call the school office at 226-4246 to set up an appointment with an administrator regarding the issue.
- If your child feels that he/she may be a victim of bullying, it is vital that they feel supported. We have a built-in school process to help your child get immediate assistance. Any child who feels that bullying may be occurring should report their concerns to their teacher. A trained staff member will then be called to fill out a Bullying Report Form with your child. Reporting the details of the situation in writing is very important as it assists our adult bullying team in "getting all of the facts" so that a complete investigation can occur.
- Once a bullying accusation is brought to staff, all parties involved parents/guardians/caregivers will be notified within 24-48 hours.
- Once our Bullying Response Team determines how to assist, they determine whether the behavior is true **bullying** (launching a more formal process) or a situation involving **peer conflict** (which we deem as just as serious, but requires a different response from adults). The issue is then addressed as one of the following:

- **Bullying Substantiated:** If the situation reported is a situation where there is an imbalance of power (for example an older child picking on a younger one) or a pattern of intentional intimidation has been established, the team will refer the situation to administration for follow up.
- **Peer Conflict Substantiated:** If a situation that has been reported is between students who are normally friends, or if not friends but are on “equal footing” socially, the situation is deemed a “peer conflict situation”. We view this kind of conflict as very serious as it can impact not only the students involved, but others in the classroom and school environment. Adult responses to a “peer conflict” include:
 1. **Assistance from our in-house social worker**, who is trained to help kids work through conflicts in a positive way
 2. **Intervention by an administrator**, 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-** to work on mending the relationship between the students.
A peer mediation- where a neutral student volunteer helps their friends work out the problem (while supervised by an adult monitoring the discussion)
 4. A teacher **intervention plan** - a teacher sets aside time to talk with the students involved and a plan is agreed to.
 5. If all students involved agree, and bullying criteria has been ruled out, there can be a **group talk with the administration and/or the social worker** to help solve the problem and come up with a solution that

everyone feels good about.

Note: It's always best to try to help kids solve their problems peacefully with peers independently. Sometimes, however, children 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 conflicts appropriately.

IPS Student Code of Conduct:

Our school district and Daniel Webster School #46 have adopted a district-wide student and family support system regarding behavior. Our school expectations and policies coincide with our district's Code of Conduct which assumes the best of intentions but also defines potential consequences for infractions of our rules. If you have questions that you feel cannot be answered at the school level or concerns about any of these policies you can access the IPS Student Code of Conduct at the following web address:

<https://www.myips.org/student-family-references/student-code-of-conduct>

IPS School Dress Code:

IPS no longer has a uniform policy starting the 24-25 school year. We have moved to a dress code, which provides guidelines around what is and is not acceptable to wear to school. Below is an overview of the important elements of the IPS Board approved

policy. It is also recommended that families read the policy in its entirety linked [here](#).

Students **must** wear:

- A top (shirt, blouse, sweater, sweatshirt, hoodie, etc.) that covers the midriff and has sleeves
- Bottoms (pants, shorts, skirt, dress, etc.) must be free of tears or holes and should be fingertip length
- Footwear- closed toed shoes only

Students **can** wear:

- Head coverings for religious purposes

Student **cannot** wear clothing, jewelry, or personal items that:

- are pornographic, contain threats, or that promote illegal or violent conduct
- demonstrate hate towards others
- show private parts
- cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Demonstrate gang association/affiliation

Homework / Home Task Policy:

We value and recognize the importance of students having time for family activities, engagement in extracurricular activities, and independent reading. We also recognize that many people have different opinions on homework. The research around homework is that to be effective, it should support educational goals, take into account students' abilities and needs, and strengthen the school-home link. When homework is assigned, it is expected that the expectations are clearly communicated to students for each

assignment, that it is developmentally appropriate (not busy work), and that prompt feedback is provided to students. In general each student in K-5th grade should have some type of homework or home-task assigned Monday through Thursday. Depending on the grade level students should spend no more than 10-50 minutes on homework a night (see guidelines below). Parents are encouraged to support their children by providing the appropriate materials, time, and space to complete assigned homework. Parents are also encouraged to contact their child's teacher if there are questions surrounding the level of work and amount of time for homework completion.

Time each night on homework:

- kindergarten and 1st grade- 10 minutes
- 2nd grade- 20 minutes
- 3rd grade- 30 minutes
- 4th grade- 40 minutes
- 5th grade- 50 minutes

Grading Policy:

Now is the time to set academic goals! Encourage your child to aim high and accept nothing less than their personal best! Daniel Webster School #46 follows the IPS grading scale below for grades 2nd-5th grade. Kindergarten and 1st grade use a standards-based report card and will not receive letter grades until 2nd grade. For students in grades 2-5 we use the following scale:

Grade	% Value
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 or below

Report Cards:

We will now go paperless with report cards. Report cards will be emailed to the primary parent's/ guardian's email address each quarter. If you would like to request a paper copy of a report card, please make this request through email to Luisa Martinez at martinezl@myips.org. It is important that families check their emails weekly for school information as we are moving to being completely paperless. If you change your email address, please call the school and update it.

Food Pantry:

Daniel Webster will continue to have a food pantry and thrift store and a schedule of dates and times will be provided.

Parent Involvement/ Events:

Daniel Webster has many fun family events planned for the school year. Events such as a literacy night, Winterfest, and family dances. These events will be advertised on our social media pages, primarily Facebook, shared through schoolwide text messages, and emailed out. We encourage families to attend as many events as you can.

We will also be looking for family members willing to help create a Parent Advisory Group along with supporting classrooms with one 'room parent' per classroom to help the classroom teacher with class parties or special projects. Please look for more information to come once the school year starts!

We look forward to a successful partnership with you this school year and are dedicated to your child's success at Daniel Webster Elementary School 46!