

James Whitcomb Riley School 43



2026- 2027

PARENT/STUDENT

HANDBOOK

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Welcome to James Whitcomb Riley School 43!

Section I: 2024-2025 Overview

This handbook will help you get acquainted with our school policies, procedures, rules, and expectations. Please take some time to read through this handbook, discuss it with your child, and keep it for future reference. **Please sign the final page** to show that you have read and understand the policies stated in this document. If you have any further questions, please feel free to contact the front office. We want each of you to feel that you are a welcome part of the school and that James Whitcomb Riley Elementary School #43 is your school.

School Symbol and School Colors

James Whitcomb Riley is the home of the “Hard-Working Hornets”. Our school colors are Navy Blue and Yellow.

James Whitcomb Riley School 43 Mission

James Whitcomb Riley Elementary School is committed to ensuring quality teaching and learning in a safe, positive environment that allows each student the opportunity to develop the knowledge, problem solving, and social skills to become successful citizens and life-long learners.

James Whitcomb Riley School 43 Vision

At James Whitcomb Riley Elementary School, we believe that every child deserves an excellent education. We are committed to providing effective instructional practices, caring staff, and a positive atmosphere that fosters student growth and exceptional academic achievement of our school.

Hornet Daily Affirmation

I am Somebody!
I was somebody when I came in,
And I'll be a better somebody when I leave.
I am powerful and I am strong!
I deserve a good education because
I have things to do,
Places to go, and people to inspire!

Our core values for JWR 43 help us CREATE:
Create, Respect, Express, Achieve, Thrive, and Explore



SY2026-27 Student & Staff School Calendar

JULY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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AUGUST						
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SEPTEMBER						
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NOVEMBER						
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29	30					

DECEMBER						
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JANUARY						
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MAY						
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30	31					

JUNE						
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27	28	29	30			

Summary of Days			
Students		Staff	
Semester 1 1 Asynchronous Days	84	Semester 94	
Semester 2 2 Asynchronous Day	96	Semester 98	
Total	180	Total	192

Districtwide PL Days	School-Based PL Days
- Tuesday, July 28 - Monday, August 3 - Tuesday, August 4 - Tuesday, November 3 - Tuesday, February 16	- Monday, July 27 - Thursday, August 6 - Friday, August 7 - Tuesday, September 8

July 3	Observance of Independence Day
July 4	Independence Day
July 21 - 23	New IPS Teacher Induction
July 24	Teacher Work Day
July 27	Staff Professional Development
July 28	Staff Professional Development
Aug 3 - 4	Staff Professional Development
Aug 5	Teacher Work Day
Aug 6 - 7	Staff Professional Development
Aug 10 - Oct 17	Quarter 1
Aug 10	First Day for Students
Sept 7	Labor Day - No School
Sept 8	Staff Professional Development - No School
Oct 12 - 16	Fall Break
Oct 20 - Dec 18	Quarter 2
Oct 23	Student Progress Conferences - Student Asynchronous Learning
Nov 3	Staff Professional Development - No School
Nov 25 - 27	Thanksgiving Break
Dec 17	Last Student Day of 1st Semester
Dec 18	Records Day/Semester Close - No School
Dec 21 - Jan 1	Winter Break
Jan 4 - Mar 12	Quarter 3
Jan 4	First Student Day of Second Semester
Jan 18	Martin Luther King, Jr. Holiday - No School
Feb 15	President's Day - No School
Feb 16	Staff Professional Development - Student Asynchronous Learning
Mar 15 - 19	Spring Break
Mar 22 - May 27	Quarter 4
Mar 26	Student Progress Conferences - Student Asynchronous Learning
May 27	Last Day for Students
May 28	Records Day/Yearly Close - Staff Only
May 31	Memorial Day
June 18	Observance of Juneteenth
June 19	Juneteenth

Section II: Frequently Asked Questions

Who do I contact about bus information?

- Safe transportation is an integral part of the total education of each child. Riding the school bus is a privilege that may be removed for inappropriate behavior. Students are to ride the bus to which they are assigned. Any request to ride a different bus or to be picked up or let off at a different location must be submitted to the principal in writing by the parent or guardian for approval.

Students riding the bus or waiting at the bus stop are expected to comply with the school's rules, and parents are expected to assist with the enforcement of these rules. Failure to comply will result in a bus referral with consequences that may include suspension. **Transportation questions/concerns may be directed to 317-226-4500.**

Can I visit my student's classroom?

- **JWR Parent Visitation Policy:** We welcome parent involvement and want to create and sustain a positive home-school connection. Please call the school to arrange a time to meet with your child's teacher. Teachers will not be able to hold conversations/conferences during instructional time and will gladly accommodate a time to address your concerns.

We ask that adult visitors do **NOT** address any other students but their own when visiting the school. Any visitor who becomes aggressive or irate will be asked to leave. We do NOT tolerate the threatening of other students or staff members. In the event that a severe situation like this occurs while you are visiting, IPS police will be contacted and it could result in the adult being banned from returning to JWR 43 **for the duration of 1 calendar year.**

- Birthday celebrations **MUST** take place at the end of the day between 3:00 – 3:30. Treats should be individually packaged.

How do I get information on my student's academic or behavioral progress?

- Parent involvement is very important to us at JWR 43. Student Progress Conferences Days are scheduled this school year on **Friday, October 23rd (Q2)** and **Friday, March 26th (Q3)**. Students will have asynchronous learning on these days. We highly encourage parents to participate these days to come in and meet with their student's teacher. However, if you need to meet with teachers more frequently, please contact your student's teacher to schedule a conference.

What do I do if I have a concern with my child's teacher?

- We attempt to resolve any of your complaints and concerns at the classroom level. If you have concerns that you feel need to be addressed, please contact your child's classroom teacher directly. Please ask your child to share their concerns or problems with us, as well as sharing them with you. The Principal, Assistant Principal, and Dean are available to discuss concerns that cannot be resolved or need further attention at your request.

Can I be a volunteer?

- JWR 43 welcomes volunteers! IPS policy states that any adult working with students during school hours, during after-school activities, or on a field trip must have an approved Volunteer Background Check on file.

This can be accessed at www.myips.org. All volunteer applicants will be required to submit to an online national criminal history check. These policies are in place to guarantee the safety of your children. Please be advised that these checks take approximately 2 weeks to process so keep this in mind when applying to chaperone on field trips.

Can I eat lunch with my child?

- We encourage parents to come in and have lunch with their student(s). For your comfort, we have a space in our Family Center that we have set aside just for the occasion. A staff member will escort you to the room where you will meet your student for lunch.

Is before and aftercare available?

- IPS does not provide before and after care. However, through a partnership with the Martin Luther King Center, you can sign up for child care. Please contact the MLK Center at 317-923- 4581 or contact the JWR 43 Front Office for more information.

How do I update my contact information?

- It is important to keep all contact information up to date! Please call the Front Office when you need to update any important information. Also, please ensure that your student's classroom teacher has the most updated phone number.

Section III: Daily Procedures & Policies

School Hours

8:50 AM Student arrival and Breakfast served

9:15 AM Tardy bell rings. Students are considered late and must be signed in by an adult.

9:20 AM Instruction begins (students who arrive after this time will not be served breakfast, unless they are riding a late bus.)

3:50 PM Dismissal

Arrival & Dismissal

Students will be allowed to enter the building at 8:50 AM. We will not allow students to enter the building before then due to lack of supervision. If students arrive early, we ask that you keep them in the car until doors open. Students should arrive no earlier than 8:40 AM. Students will be allowed to exit the building at 3:50 PM. At 3:50 pm daily, an announcement for the dismissal process will begin. The times will be staggered to promote smooth transitions and less congestion.

Bus Riders

Students riding the bus will enter and exit the building at Door 9. Buses will pull in and park on Kenwood. **SCHOOL VISITORS SHOULD NOT PARK ON KENWOOD AT ANY TIME.** Students will enter through the entrance and be led to either the cafeteria for breakfast or to their classrooms. At dismissal, classroom teachers will escort all bus riders to their bus.

Car Riders and Walkers:

Kindergarten-8th grade students being dropped off or picked up from school will enter and exit from Door 2. Preschool students will be dropped off and picked up at Door 15. Walkers will enter Door 2 during arrival and exit the building at Door 1 during dismissal. If you plan on your student(s) being a car rider or walker, please register them with the Front Office. JWR 43 will NOT allow a student to walk home without consent from an adult over 18. Please pick up your students by 4:05 PM. After that time, you will then need to retrieve your student from the Front Office no later than 4:30 PM, as after that time the office will be closed.

Please pull up to the curb closest to the school (East side of Capitol Ave.) when retrieving your student(s).

For safety reasons, we will NOT release students to an adult across the street. If you park across the street from Door 2, you will need to cross the street before we will release your student.

Student Transportation Changes

All changes in your student's transportation arrangements must be made in writing and given to the main office or classroom teacher by 12:00 noon each day, otherwise, your student must follow the regular assigned transportation routine. In case of an emergency, please call the Main Office at 317-226-4243 no later than 2:45 PM to allow adequate time for the delivery of your message. **No changes in dismissal or to transportation will occur after 3:00 pm.**

School-to-Home Communication

Families will receive reminders, notices, and any emergency messages via telephone through the IPS United Home Communication system in addition to newsletters, mailings, and classroom correspondence. No calls will be sent through to classrooms during instructional time. Messages for teachers will be sent to them, to be returned at their earliest convenience. Please allow at least 24 hours for a teacher to return your message. You may also communicate directly with your student's teacher via United Home Communication. Please see your student's teacher for information on getting connected. Please contact the school immediately if your phone number and/or home address change. It is important if you've moved (either temporarily or permanently) contact the school office with your most recent information. This affects school assignments, bus transportation, and our ability to contact families in the event of an emergency.

Breakfast/Lunch

Students will receive breakfast, lunch, and afternoon snack (via Fresh Fruit and Vegetable Program) Monday through Thursdays.

Recess

Students in grades PK-5 have a daily recess period. If a student needs to stay in at recess due to illness, a written note must be sent to the office. Students will not be kept inside for more than 3 consecutive days without a doctor's note on file. Students are expected to wear appropriate attire (e.g. closed-toe shoes, hats, gloves, and warm coats when needed) so that they can enjoy the outdoors at recess, even in the winter. JWR 43 is NOT responsible for articles lost or damaged during recess play. Check for lost items in the Lost and Found in the Front Office.

Recess is held inside if snow, ice, wind chill, rain, or actual temperatures make it unsafe to be outdoors. Generally, recess is permitted when temperatures are above 34 degrees Fahrenheit. Recess contributes to the physical and social well-being of students. However, recess privileges can be limited if a student is playing unsafely at recess.

Attendance Policy

Regular and punctual school attendance is vital to every student's success. Students with good attendance perform better in school than those students who are frequently late and/or absent. Attendance at school is also a requirement under Indiana State Law (I.C. 20-8.1-3). We do understand that there are occasions when a student must miss school for unavoidable reasons. When your child must miss school for any reason, we ask that you call the Front Office by 9:30 a.m. each day that your child is not in school. When calling the office, please state your child's name, grade, and teacher. In addition, please follow up with a written note the next day your child is present in school. All calls about absences are logged by the Attendance Officer and all notes are filed. Your calls and notes help us keep accurate records.

Excused Absences

Below are the following reasons that a student's absence from school would be considered excused:

1. Illness or emergency: It is the responsibility of the family to contact the school each day a student is absent. Under circumstances where a student is absent for three or more consecutive days, we require a doctor's statement as a condition to classify the absence as excused.
2. Health care and social service appointments: A statement from the appropriate health care provider or social service provider shall be presented to the school upon the student's return to be classified as excused. When possible, please schedule these appointments early or late in the day to minimize the time away from school.
3. Death in the immediate family: A student will be excused from school in the case of the death of an immediate family member. As stated in the IPS Policies and Procedures, the immediate family shall be defined as the student's parent, guardian, spouse of parent/guardian, grandparent, brother, sister, or similar relationship established by marriage.
4. Additional reasons for excused absences may be found in the IPS Policies and Procedures. This can be viewed at www.myips.org.

Make-up Work

In all cases of excused absence, students are allowed to make up any assignments that are missed. The duration of time allowed for make-up work will be equal to the amount of time a student was absent (ex: 2 days absent = 2 days to complete work). Please contact your student's teacher for more information for how to retrieve make-up work.

Unexcused Absences

Unexcused absences can be defined as:

- Truancy (absent without parent or school official's knowledge or permission)
- Vacation or trips during school days
- Appointments with no documentation of visit

Students are allowed one unexcused absence without penalty. On the 2nd unexcused absence, the teacher will reach out to the parent to check in regarding the student's absence. On the 3rd unexcused absence, the teacher will report this information to the School Social Worker, who will then attempt to reach out to the parent regarding the absences. On the 4th unexcused absence, the social worker will either schedule a parent meeting or make a home visit regarding the absences. On the 5th unexcused absence, social worker will make a home visit and give a Notice of Possible CPS Referral. Any subsequent absences thereafter will result in a report to CPS.

Tardy Policy

All students learn best when they arrive each day on time. Student arrival time is 8:50 am – 9:10 am. Students who eat breakfast at school should arrive at 8:50 a.m. to allow time to eat and begin their Morning Work.

If students arrive after 9:10 a.m., they must get a tardy pass from the Front Office before proceeding to class. Each instance of tardiness will be recorded in the student's record. An adult over 18 must come

into the building and sign in when a student is tardy. The cafeteria will close for breakfast at 9:05 am. Students who arrive after 12:30 PM will be marked as unexcused absences. Excessive tardiness (more than 15 in a month) could result in your student being truant (See Unexcused Absences).

Release of Students during the School Day

Students who are leaving before 3:45 must be called to and signed out from the office by a parent/guardian. If a person other than the legal parent/guardian is designated on the emergency form to pick up a student, that person must have his/her name on file in the office (Emergency Pickup), present a valid driver's license or other valid picture ID, and sign the student out from the office. Students will not be called down to wait in the front office.

Cell Phone and Other Electronics Policy

Students are not allowed to use electronic devices during school hours per IPS Board Policy. Although not an exhaustive list, the following items are examples of prohibited devices:

- Cell Phones
- Tablets
- MP3 Players
- Handheld gaming devices
- Toys
- Laser Pens

ALL ELECTRONIC ITEMS CAN/WILL BE CONFISCATED AND HELD UNTIL A PARENT/GUARDIAN COMES TO PICK UP THE ITEM FROM AN ADMINISTRATOR. Confiscated electronics will NOT be released to students. We realize that some students must use a cell phone to communicate with family after school. If a parent/guardian feels their student needs to carry a cell phone for safety reasons, the phone must be turned off and out of sight to avoid distraction during school.

Students also have the option of having their phone secured by their homeroom teacher and receiving it back at the end of the day where it can be labeled and locked in the classroom. If a teacher cannot lock an area in her room to secure phones, the student may bring their phone to the office upon arrival and retrieve his/her phone at dismissal with Administration where it will be labeled and secured.

Any phone confiscated due to being visible turned on, and in use (played with, calling, sending/receiving messages) during school hours (on school property) will be taken by the teacher, submitted to the office and must be picked up by a parent or guardian. If a student violates the policy after the first initial incident, the device will be again confiscated and held for the remainder of the school year by administration.

NOTE: Earbuds should only be worn when directed by school staff. Students should not be wearing earbuds during instruction.

Dress Code

At James W. Riley 43, we adhere to the district's uniform policy. Students in violation will be asked to change and parents may be contacted to supply appropriate attire. Please see specific information about the JWR Dress Code below:

Universal Dress Code

- Students must wear:
- Top (shirts with sleeves that cover the midriff, blouse, sweater, sweatshirt, hoodies, etc.);
- Bottom (pants, shorts, skirt, dress, etc. must be free of tears or holes and should be fingertip length)
- Footwear (closed toe shoes only)
- Students can wear:
- Head coverings for religious purposes
- The exceptions are bonnets, durags, hats inside the building, wave caps, and similar items.

Restrictions

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical education, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics. Attire worn in observance of a student's religion is not subject to this policy.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material; ensure that all undergarments are hidden from view.
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student's behavior rule violation such as malicious

harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be suspended from school or be referred to as “a distraction” due to their appearance or attire. Dress code violations are not Out of School Suspension offenses

Typical consequences for a violation of this policy include:

- 1st offense: parent/guardian contact and the directive to cover, change, or remove the non-compliant attire
- 2nd offense: parent phone call and directive to change
- 3rd offense: required parent/student restorative conference
- The Principal or their designee should notify a student’s parent/guardian of the school’s response to violations of the student dress policy

The Superintendent or her designee is authorized to develop procedures in order to implement this policy as needed, including training for administration and staff. School staff will receive training on the equitable enforcement of the dress code, ensuring consistency and respect for student diversity.

Field Trips

Field Trips provide extended learning opportunities in real-world settings. Appropriate student behavior must be demonstrated at all times. No child will be allowed to participate in any learning excursion unless the parent or guardian has granted written permission. For students with challenging behaviors, a parent or guardian must attend to supervise so that no experience is denied to any student. The school will reserve the right to leave students at school with academic activities if they have not been granted permission (non-returned slips) from their parent/guardian OR if their behavior has proven to be an issue.

Section IV: Academics

At JWR 43, we are working hard to create more effective learning opportunities for our students and families. Please see all the important information you need as it pertains to your student's academic growth and progress!

Assessments

At JWR 43, we will use data-driven instruction as a way for us to ensure of the academic success of our students! Students in grades K-8 will participate in various forms of assessments such as benchmarks, assignments, quizzes, tests, writing prompts, and projects. These assessments will be used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, and/or educational needs of each student. Teachers will be able to differentiate instruction for students based on the data from the assessments.

Students in 3rd grade must take the statewide IREAD-3 assessment. This assessment evaluates the reading skills of students to ensure that all students can read proficiently before promotion to 4th grade.

Students in grades 3-8 must take the statewide ILEARN assessment. This mandatory assessment is used to measure student achievement in English/Language Arts, Mathematics, Science (4th/6th) and Social Studies (5th).

Students in grades K-8 will participate in the NWEA assessment. This assessment is used 3 times throughout the school year (Beginning, Middle, and End of Year) as a progress monitoring tool.

Student Grading Policy

The purpose of letter grades is to communicate to students and parents the achievement of the student. Letter grades are determined by the teacher in accordance with the definitions indicated below.

- A – The student is doing superior work. (Mastery of Skill)
- B – The student is doing above-average work. (Proficient in Skill)
- C – The student is doing average work. (Partial Mastery)
- D – The student is doing below-average work but meets acceptable minimal standards. (Non-Mastery)
- F – The student's work failing and below acceptable minimal standards. (Non-Mastery)

The general grading scale utilized to equate percentage grades to letter grades is as follows:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 50- 59

Students in kindergarten will be evaluated using the following indicators:

- O – Outstanding
- S – Satisfactory
- I – Improving
- N – Not meeting minimal kindergarten standards

Progress Reports and Report Cards

Students will receive a quarterly progress report from their teacher detailing student's academic progress. This is so that parents can be made aware of a student's progress well before report cards are sent. Parents are highly encouraged to review these reports and contact their student's teacher with any questions or concerns.

Every quarter, students will receive a report card with final grades for the grading period.

Textbook Fees and Payment

Indianapolis Public Schools (IPS) does not collect textbook or curricular material rental fees, making the cost \$0 for families due to state funding.

Section V: School-Wide Behavior Management

We strive to maintain a safe, orderly learning environment at all times at our school. Each teacher has a defined classroom management plan in line with our school's expectations that is shared with families at the start of the school year (and when any changes are made). The administration will follow the district guidelines (Student Code of Conduct) on discipline by administering appropriate consequences for infractions as incidents are reported and investigated.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors in the classroom and non-classroom settings to create a positive school environment. By implementing PBIS in our school, we are committed to moving from negative, punitive, and reactive approaches to positive, proactive, and preventive approaches to discipline. Throughout the school year, these expectations will continually be modeled and reinforced during morning meetings, student assemblies, and whenever deemed necessary.

Schoolwide Behavior Expectation Matrix

At JWR, we C.R.E.A.T.E. and we want our students to strive to show them to the world. Below you will find our School-wide Behavior Matrix. This document is used by our staff to teach our students what is expected of them when they walk through our doors. (See next page)

 James W. Riley #43 Schoolwide Behavior Matrix 						
Area	C Create	R Respect	E Express	A Achieve	T Thrive	E Explore
Classroom	Engage in creative projects and group work. -Keep your space clean	Listen to teachers and classmates. -Keep hands, feet, and objects to yourself -Listen with a Voice Level O - Follow directions the first time	Share ideas and participate in discussions. -Use kind words and actions -Use self-control strategies	Complete assignments on time and give your best effort. -Complete work and participate in all activities -Use technology appropriately - Listen to the daily announcements	Support classmates and maintain a positive attitude. -Be your best -Seek adult help -Think before you respond	Ask questions and seek to learn more about subjects. -Be flexible -Learn from mistakes -Challenge yourself to grow
Hallway	Help create/design bulletin boards or displays. -Use kind words and actions	Walk quietly and keep your hands to yourself. -Hold the door for others -Voice Level O	Greet others with a smile or wave. -Check your appearance before entering the hallway	Move efficiently to your next class. -Walk on the right side of the hallway - Be prompt: go where you are supposed to go	Keep the hallways clean and safe. -Use self-control strategies - Be positive -Avoid and ignore distractions	Observe and appreciate school artwork and displays. -Focus on your destination: watch where you are going
Cafeteria	Create a pleasant dining experience by being neat. -Raise your hand when you need to get up. - Get everything you need before you sit down	Use polite manners and voices. -Keep hands, feet, and objects to yourself -Follow directions from all adults	Talk to friends in a calm manner. -Voice Level 2 -Use kind words and actions	Eat a balanced meal and clean up after yourself. -Clean your table area - Throw away trash around your table and on the floor	Be kind to others and include everyone at your table. -Use self-control strategies -Ask for help -Avoid and ignore distractions	Try new foods and learn about nutrition. -Be patient and use manners (say please and thank you)
Playground	Invent new, creative games and activities. -Share equipment -Keep your hands, feet, and objects to yourself -Dress for the weather	Share equipment and take turns. -Be fair and safe -Use kind words and actions; Include others -Follow directions	Use kind words and solve conflicts peacefully. -Help others around you -Be truthful to adults about your actions -Tell an adult about something unsafe -Use safe behaviors on equipment	Participate actively and follow game rules. -Calm your emotions	Play safely and encourage others. -Bounce back from issues with peers -Show good sportsmanship - whether you win or lose	Explore different areas and play various games. -If you fall or if someone accidentally pushes you, get up, use self-control strategies, and continue playing
Library	Create stories and projects inspired by books. -Share all library resources and equipment	Handle books and materials carefully. -Keep your hands, feet, and objects to yourself -Follow directions -Listen with a Voice Level O	Share book recommendations with friends. -Use a Voice Level 1	Focus on reading and completing library tasks. -Use technology and all library resources appropriately.	Help maintain a quiet and organized space. -Check out and Check-in library books on time	Discover new genres and authors. -Use self-control strategies
Restroom	Keep restrooms clean by disposing of trash properly. -Return to class quickly	Give others privacy and wait your turn. -Keep your hands, feet, and objects to yourself -Use kind words and actions	Report any issues to a teacher. -Avoid conflict -Remember personal space	Use restrooms quickly and return to class promptly. -Keep your eyes in your stall	Wash hands thoroughly to stay healthy. -Use one squirt of soap and two paper towel pulls	Notice and read any educational posters or signs.
Assemblies	Participate in performances or presentations.	Listen quietly and show appreciation for presenters. -Use Voice Level O -Use Self-control strategies	Applaud and respond appropriately.	Pay attention and learn from the presentations. -Track the speaker	Sit respectfully and follow assembly rules. -Be positive	Ask questions if there is an opportunity.
Bus	Create a friendly atmosphere by being considerate. -Greet others with kind words -Begin with a positive attitude everyday	Follow the bus driver's instructions. -Walk quickly and quietly to your destination.	Use quiet voices and respectful language while waiting to go home	Stay seated and be ready for your stop. -Keep your hands, feet, and objects to yourself	Keep the bus clean and report any problems. -Bring supplies/materials needed to complete homework.	Look out the window and observe the surroundings. -Leave your area clean
Computer Lab	Use technology to create projects and presentations.	Follow guidelines for computer use and share resources.	Communicate with classmates using appropriate tools.	Focus on completing assignments and learning tasks.	Help classmates with technical issues when appropriate.	Explore educational software and online resources.

School Discipline Response Policies and Procedures

If a student disrupts the learning environment or is not meeting school expectations, communication will come from the classroom teacher regarding the nature of the issue first. For increased concerns, teachers will issue a

school referral following the building-level policy. We desire to communicate with families each step of the way before behavioral concerns are escalated to out-of-school suspension.

Level 3 and **Level 4** responses to student behavior are based on the district's code of conduct policy.

Examples of behaviors that could warrant, but aren't limited to **Level 3** (In or Out of School Suspension) and **Level 4** (ISS/OSS/Expulsion)

Responses based on age, developmental level, and prior behavior patterns are:

- Fighting
- Physical or verbal aggression/profanity (*repeated*)
- Threats of physical violence towards students and/or staff
- Destruction of Property
- Theft
- Egregious insubordination/repeated acts of defiance after meeting with parent/guardian
- Substantial Classroom Disruptions
- Leaving the classroom or building without permission

In the event of a student being removed from the classroom for a Level 3 Infraction, the parent will be notified of the school's response to the student's behavior if it results in an extended removal period (ISS) or removal from school (OSS). Additionally, if a student has to serve an out-of-school suspension in the school's response to a Level 3 or Level 4 behavior, the student and his/her parent/guardian must meet with a school administrator or designee prior to returning to school after his/her removal period.

Bus Expectations

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. School transportation is a privilege, students who fail to comply with the school bus regulations may be denied the privilege of riding the school bus. When this happens, school attendance is still required and parent must make other arrangements for their children to get to school. Students may be suspended and/or recommended for expulsion due to repeated violations of district bus policies.

Bullying

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Resolution No. 5517.01.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

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

Parents or students who suspect that bullying is taking place should report the matter to the principal, assistant principal, dean, and/or social worker. Upon receiving the report, the principal or designee will complete the appropriate form to investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board's policy entitled "Student Discipline".

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. This year, student pregnancy falls under the Title IX reporting requirements.

Section VI: Medical Procedures

Health Services and Medication

We do have a nurse practitioner at James Whitcomb Riley contracted through Shalom Healthcare Center. However, your student will not be able to be serviced in the nurse's office or receive medication without a consent form on file. **Please contact the Front Office to request a consent form for authorization to dispense medication to your child.**

Illness or Injury at School

If a student becomes ill or injured at school, the student will be sent to the school office and, if warranted, the parent or guardian will be called to pick up the student. Any student with a fever greater than 100.1 cannot return to school for at least 24 hours until fever-free. Students who are vomiting may not return for at least 24 hours or until vomit-free. We do not have adequate resting space at the school for sick students to stay all day when they are ill. If we cannot reach a parent or guardian, the person listed as the emergency contact will be called.

If there is a life-threatening emergency, we will call 911. A staff member will accompany the student in the ambulance and wait at the hospital until a parent/guardian arrives. Parents will be contacted immediately. Please remember to keep all telephone numbers updated in case of an emergency. Several incidences of students returning to school while ill could result in a report being made to CPS.

Immunizations

Under the Indiana Code, students are not permitted to attend school without proof of proper immunizations. Please make sure that your child's immunizations are up to date and that we have an official record on file with the school office. If your child does not receive shots due to medical or religious reasons we must have a doctor's statement on file. If your child does not receive shots for religious reasons a written statement must be submitted to the school office each year.

Section VII: Emergency & Safety Procedures

Emergency Procedures

Our school follows detailed plans for emergencies (natural disasters, intruders, fire, tornado, etc.). By state law we have routine drills throughout the school year to practice safety procedures. If you have any questions, please contact the Front Office.

School Closures Due to Weather

In the event that the school should be dismissed early due to a power, water, or weather emergency, the school will issue a notification message that will be sent home via the telephone and/or internet through our United Home Communication system concerning the emergency closing.

Trespassers

Trespassers are not permitted on school grounds. Any unauthorized visitor is considered a trespasser and will be subject to questioning by school staff. Trespassers will be asked to leave or be removed from the premises by IPS Police. Students who are suspended are not permitted on school grounds. Parents who create disturbances on school grounds or during school events will be asked to leave and could possibly face being barred from the building for one calendar year.

Custodial Rights

Court orders will be observed to the greatest extent possible. It is the parent/guardian's responsibility to supply the school with copies of custody and visitation agreements to the school. We cannot institute what we do not know.

In Indiana, both custodial and noncustodial parents have access rights to a child's records. The only exception to this is if parental rights have been terminated. Parents must provide this information to the school. Only the persons listed on the emergency contact list will be authorized to remove a child from school. If the person's name does not appear on the emergency contact list, the parent/guardian must make arrangements with the school to have the student picked up by someone different. You must call the Front Office to make this change. **NO ONE under 18 is permitted to sign a student out of school for any reason.**

PARENT/GUARDIAN PROOF OF RECEIPT

FOR THE PARENT/GUARDIAN:

Directions for return of this form throughout the 2024-25 school year:

- 1.) Student and Parent/Guardian review and discuss the handbook.
- 2.) Parent/Guardian signs handbook acknowledgment and reviews it with the student below to acknowledge that parent/guardian has reviewed and understands the handbook.
- 3.) Tear out this page from the handbook.
- 4.) Student returns this page to the homeroom teacher by August 31, 2024. New and transfer students registering after the start of the 2024-25 SY must return this acknowledgment page within one week of enrollment.

Printed Name of Student: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

