



Family Handbook

2026 - 2027

James A. Garfield School a STEM School #31

307 Lincoln St.
Indianapolis, IN 46225
317-226-4231

Principal: Amanda Fualkner
Assistant Principal: Delia Mckissic

Dear Families,

We are pleased to welcome you back to what is sure to be an exciting and successful school year! Here at James A. Garfield a STEM School, we strive to provide your child with the best education and instructional staff that the city of Indianapolis has to offer. We aspire to a school culture and educational program that is conducive to student learning and development.

James A. Garfield a STEM School prides itself on being a neighborhood school that provides scholars with the tools necessary to be successful in the future. Therefore, we have high expectations for the academic and behavioral success of each scholar, and we appreciate your continued support in attaining our goal to reach even higher academic excellence. It is the belief of every staff member in our building that positive relationships, stakeholder collaboration, and cooperation in the school environment will help us achieve our goals.

We can't wait to see what this school year holds for us, and we are looking forward to fostering excellence through rigorous instruction.

Dedicated to creating a community of learners,

Mrs. Faulkner

Principal

Vision

James A. Garfield a STEM School provides the resources to successfully navigate the opportunities of today and tomorrow.

Mission

At James A. Garfield we invest in our diverse community's future through acceptance, inclusion, and an innovative STEM culture to promote a passion for continuous learning.

School Dress Code

Indianapolis Public Schools has a universal dress code policy for **all** scholars. Every scholar must be in the proper dress code or guardians will be responsible to bring appropriate items to the school. Progressive discipline actions will be taken for repeated dress code violations.

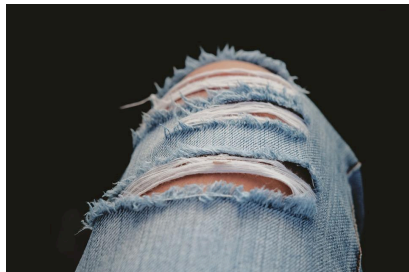
Universal Dress Code

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.

In Dress Code	Not In Dress Code
     FRONT  BACK	   



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.

Uniform Violation Consequence Ladder

- 1st offense: parent/guardian contact and the directive to cover, change, or remove the non-complying 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

Cell Phone Policy

Due to new Indiana law, James A Garfield will adopt a new/universal wireless device policy.

Senate Enrolled Act 185 bans “any portable wireless device.” Indiana students will need to put their phones away during class starting next school year, under a new law that requires districts to ban communication devices from classrooms.

Wireless Device: (Cell Phones/Tablets)

Students are permitted to bring cellphones to school. However, there are several limitations and expectations.

- **Phones must be powered down and given to the teacher upon arrival in the classroom. Cell Phones will be stored in a locked cabinet throughout the day. The teacher will give it back at the end of the school day.**
- If a student is discovered with a cell phone during the school day, It is the responsibility of the student to inform parents about any confiscated items and a parent will have to come pick up the phone from a school administrator. Items not collected by the end of the school year will be donated or discarded.
- Student cell phones should not be relied on for emergency communication. If parents need to reach their child during the school day, they should call the school at 317.226.4231. In most cases, a message will be taken and given to your child.
- If the school is unable to reach a parent and the student has a cell phone, a school administrator may choose to have the student use their cell phone to reach a parent.

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

School Procedures

School Day and Attendance

Studies show that excellent attendance has been linked to higher graduation rates. Attending school regularly is essential for your child's academic and social development. It is the goal of our school to maintain at least 96% attendance for each student. Students need to be at school every day on time. The school day begins at **8:55 am** and ends at **3:40 pm**. **Students are late by 9:15. Please contact us, at 317.226.4231, if your child is going to be absent.** Please note that transportation changes may not be made after 3:00. All changes must be communicated with the office prior to 3:00.

We welcome your child to school every day. If you need assistance bringing your child to school, please let the school administration know, and we may be able to assist you.

TYPES OF ABSENCES & DEFINITIONS	
EXCUSED ABSENCE	- Personal illness/injury. A parent must contact the school before 10:00 a.m. and submit documentation upon the child's return (<i>formal documentation required for each absence after 5 absences have accumulated</i>) - Medical, dental, counseling, and other select required appointments (<i>formal documentation required</i>) - Death in the immediate family (<i>formal documentation required</i>) - Major religious holidays (<i>documentation required</i>) - Personal tragedy (<i>administrative approval required</i>) - Pre-arranged high school visit/shadow day for middle school students (<i>up to 2 per year</i>)
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 (<i>formal documentation required</i>) - Duty as a page/honoree of the Indiana General Assembly (<i>formal documentation req'd</i>) - Testifying in court under subpoena (<i>formal documentation required</i>)
TARDY	- Arriving to school after 9:20am - Arriving to a middle school class after the start of the period without a pass
EARLY DISMISSAL	Leaving the school prior to the dismissal time of 3:55pm
REMINDERS	- Routine, non-emergency appointments (vaccinations, dental cleanings, etc.) should be arranged outside of school hours or during school breaks. 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	• By 10am, call the main office or email the school administrative associate. • Failure to call each day of an absence will result in the absence being recorded as unexcused.
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 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. • Designated emergency contacts and those adults able to take your child from school should be listed on the school Emergency Form.

POSSIBLE CONSEQUENCES FOR EXCESSIVE ABSENCES, TARDIES, OR EARLY DISMISSALS	
• Administrative conference • Discipline referral • Disqualification from programs or activities • Academic failure • Referral of parents to the Marion County Superior Court for Failure to Ensure charges and/or referral of students aged 12 and over to the Superior Court for truancy charges.	• Disqualification from student Indiana Work Permits and/or BMV Beginners Driver's License • Sanctions by Department of Family and Children

Student Records and Phone/Address Changes

In order to maintain constant communication with parents, it is necessary for us to have accurate telephone numbers and addresses for each scholar. If there is a change to your phone number, address, or Emergency Contact Information, please notify the school office immediately so that we may update our records.

Please remember it is the law in Indiana that you maintain current phone and address records with your child's school. If something happens to your child, it is imperative that we have a way to reach you.

If your child is new to our school, we will contact his/her previous school in order to request scholar records. If your child moves from James Garfield to another school, the receiving school will contact us for your child's student records.

Student Illness

If a scholar becomes ill or injured at school, this scholar will be sent to the school office, and if warranted, the parent or guardian will be called to pick up the scholar. We do not have adequate resting space at the school for sick children to stay all day when they're ill. If we cannot reach a parent, the person listed as

emergency contact will be called. 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 the 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 current in case of emergency.**

Immunizations

We ask that you ensure that your child's vaccinations are up to date as required. The school cannot allow your child to attend more than 20 days 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.

GRADE	REQUIRED		RECOMMENDED
Pre-K	• 3 Hepatitis B • 4 DTaP (Diphtheria, Tetanus & Pertussis) • 3 Polio	• 1 Varicella (Chickenpox) • 1 MMR (Measles, Mumps & Rubella)	• Annual influenza • 2 Hepatitis A
K-5th grade	• 3 Hepatitis B • 5 DTaP • 4 Polio	• 2 Varicella • 2 MMR • 2 Hepatitis A	• Annual influenza
6th-7th grade	• 3 Hepatitis B • 5 DTaP • 4 Polio • 2 Varicella	• 2 MMR • 2 Hepatitis A • 1 MCV4 (Meningococcal) • 1 Tdap (Tetanus, Diphtheria & Pertussis)	• Annual influenza • 2 HPV (Human papillomavirus)
8th-11th grade	• 3 Hepatitis B • 5 DTaP • 4 Polio • 2 Varicella	• 2 MMR • 1 MCV4 • 1 Tdap	• Annual influenza • 2 Hepatitis A • 2/3 HPV
12th grade	• 3 Hepatitis B • 5 DTaP • 4 Polio • 2 Varicella	• 2 MMR • 2 Hepatitis A • 2 MCV4 • 1 Tdap	• Annual influenza • 2 MenB (Meningococcal) • 2/3 HPV

Number next to vaccine denotes the number of cumulative doses needed.

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For students in grades K-9, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 11th grade. Parental report of disease history is acceptable for grade 12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for grades K-7 and 12. For Pre-K and grades 8-11, 2 doses of Hep A are recommended.

Indiana State Department of Health, Immunization Division | (800) 701-0704



Medication

In accordance with the Indiana Statutes-Section I, 1034-10165 issued by the Marion County Director of Public Health, the following procedures will be followed by all IPS principals, teachers, secretaries, and school nurses.

- No medication will be administered or made available to any scholar until there is a verification that it is by order of a physician.
- Any medication requiring a physician's prescription and sent to school for Shalom to dispense must be accompanied by Shalom medical consent form.
No medication will be administered without this form completed and sent in with the medication.
- All scholars taking prescribed medication during the school day must do so in the clinic.
- Non-prescription medication, such as aspirin, cough medicine, is not to be administered or made available to scholars unless the parent makes a **request in writing**.
- Scholars shall have no medication in their possession.

School Storage

Students are provided with the cubby to store their coat, bookbag, lunch box, gym shoes, and extra school supplies. Students may not bring their own lock device.

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. School staff do not have voicemail.

Students calling home: Calls home will be for emergency purposes only or as directed by staff members. Student calls are made only after receiving permission from the staff. Students are not permitted to use personal devices to call home unless under direct supervision of a staff member.

Parent Involvement Policy

The school will communicate with families and provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served to meet Indiana's Student Performance Standards. The

parent/guardian is responsible for supporting his/her scholars' learning. This should include monitoring attendance, homework completion, making positive use of extracurricular time, volunteering in their child's classroom, and participating in decisions relating to the education of their child(ren).

Volunteering at James Garfield

Any adult working with scholars, during school time or after, must have an Application to Provide Volunteer Services Form on file. Visit

<https://www.myips.org/get-involved/volunteer> to complete the 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. Once approved, you will be notified of when you can start volunteering. If you need further assistance, please contact Alicia Cortes Gonzalez, Parent Involvement Educator at James A. Garfield. Volunteers will be given a schedule of days and times to volunteer.

Visiting Policy

All visitors must sign in at the office upon entering the school. A guest pass will be issued and must be worn during the entire visit. If you need to speak with the teacher regarding your child's progress, homework, behavior, etc., please call to make an appointment. The teacher will not be able to hold conversations/conferences during instructional time.

Student Sign-out/Child Custody

Children will not be released from the classroom. The parent must sign the child out at the office in the "Student Sign-Out" book. The child will then be called to the office for release. Children will not be released to anyone other than a parent or guardian unless we have confirmation from the parent prior to the release.

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

No child will be interviewed or questioned by anyone other than school personnel or legal authorities.

If you are picking up your child from school, we will notify the classroom teacher to send the scholar to the office. At no point should the parent enter the school

building to retrieve their scholar(s).

School Closings or Delays

- Parents may decide for their children and should respect the perspective of other parents regarding their children.
- IPS respects a parent's determination regarding their child's attendance at school during inclement weather. If school is delayed due to inclement weather, the school will respect the parent's decision to keep their child at home.
 - Parents are expected to contact the school and inform school officials of their determination. **The student will be counted as absent unexcused**, per state code, and students will be given an opportunity to complete their academic work in the same manner as an excused absence from school.
- Variable weather conditions are to be expected in Central Indiana. IPS believes parents have plans in place for weather-related closings and delays. As such, IPS believes early morning notification of inclement weather closings and delays is generally appropriate.

All closing/delays will be sent as notifications on the My IPS app, which can be found on Apple's App Store or on Google Play for Android phones.

Electronics

We prefer that all cell phones and electronics be left at home but understand that there may be times when this is not possible. **All cell phones and other electronics must be powered down during the academic day and turned into the homeroom teacher at the start of the day.** At no time should scholars have a cell phone on their person. Violation of this policy will result in progressive discipline, and we reserve the right to confiscate phones at any time until an adult family member comes to pick it up.

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

Field Trips

Permission slips will go home with scholars prior to taking a class field trip. Scholars will only be permitted to attend field trips if they have returned a signed permission slip. School field trips are a privilege. Only scholars who regularly follow School-Wide Expectations will be permitted to attend field trips. Scholars unable to attend a field trip will remain at school in another teacher's classroom.

Parties and Celebrations

Room parties will be kept to a minimum because they take away from the instructional time of scholars. All room parties will be scheduled for the last 30 minutes of the day. **Birthday treats are not allowed during the school day.**

Halloween, Christmas, and Valentine's Day are the three holidays when teachers may choose to have a party. **Teachers at James A. Garfield are not required to have classroom parties at this time.**

Breakfast and Lunch

- All scholars at James A. Garfield receives free breakfast and lunch but scholars may choose to bring lunch from home.
- Scholars may NOT bring pop, candy, or gum in their packed lunch. If scholars choose to bring chips in their sack lunch, it should be a small quantity that can be consumed in the cafeteria during lunch. **NO LARGE BAGS OF CHIPS will be permitted.**
- Due to allergies, scholars are not to share or trade any food items in the cafeteria.
- If your scholar has a medically documented dietary need, please contact the principal for information on modified meals.
- 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. Lunch from fast food restaurants is discouraged.
- Lunch is held for 30-minute periods.
- Parents and guardians are welcome to eat lunch with **their child only** and they must sign in at the front office. The student and parent will have lunch in Room 165. When the lunch period is over, parents and guardians must exit the building.

Transportation

In the event a bus is late in bringing your child home or does not pick your child up on time, **call IPS Transportation at 317-226-4000.** In the event that your child does not arrive home at the expected time, and you are unable to reach transportation, call the school office or **IPS Police at 317-226-4633.** We will attempt to reach parents via our Connect-Ed system if buses are running late at dismissal.

Buses will pick up and drop off scholars only at their established authorized stop. Scholars should be at their designated stop **10 minutes prior** to their scheduled

pick-up time and be prepared to wait up to 10 minutes **after** the designated pick-up time. Scholars should be standing at the stop when the bus pulls up, not waiting in a car or at their front door. Scholars not following bus safety/behavior guidelines will be referred to the office and may lose bus riding privileges.

PROCEDURES	
TRANSPORTATION CHANGES: TEMPORARY/DAY OF	• If your child's transportation is changing for the day (bus to car or car to bus) you MUST notify the homeroom teacher AND the main office with the change no later than 3:15pm. • If your child is going to ride home with another child, the school must receive notification from <u>both</u> families. • Your child cannot ride a bus home with another child, unless it is on your child's regularly assigned bus. • If there is no note or phone call to inform us of a transportation change, we will expect and follow the usual mode of transportation for the child.
TRANSPORTATION CHANGES: PERMANENT	• If your address changes or you are adding a day care stop, the change must be made through the school office. Proof of the new address is required. • Generally it takes at least 3 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.
WALKERS	• Parents are asked to instruct their children in safe habits, including crossing the street only at corners.
CAR RIDERS	• Parents/guardians remain in vehicle during arrival and dismissal • Students exit/enter vehicles on curbside only
BIKERS	• Lock bike in designated area only. • Cross streets only at corners • We expect bikers to wear a helmet. If you need a helmet, contact the social worker.
DURING BEFORE & AFTER SCHOOL ACTIVITIES	• Park in a designated parking space and escort student to/from the building.

SCHOOL SAFETY

School Safety Plan

Each school has a detailed safety/emergency plan in place developed in collaboration with the IPS Safety Office. Fire drills are held once per month, Lockdown drills three times per year, and Tornado drills three times per year. In the case of emergencies that would require an early dismissal or evacuation off-site, parents will be notified through one or more of the following: Connect-Ed, TV, radio news broadcasts, social media.

Positive Behavior Interventions and Supports (PBIS)

PBIS focuses on teaching scholars' appropriate behaviors and expectations in the school building along with providing an array of services to scholars at all levels of need. James A. Garfield uses PBIS to teach our scholars school appropriate expectations. We expect scholars to follow the IPS Values of Be Safe, Be Respectful, and Be Responsible. On the next page you can see how we expect our scholars to behave in areas of the school to show they understand these values.

In addition to teaching scholars how to behave, we will provide incentives and recognition for appropriate displays of these values. Scholars can earn individual recognition for attendance and displaying safety, respect, and responsibility in the classroom and throughout the school by earning Bear Bucks. Our number one goal is to create an excellent learning environment for scholars and staff.

Garfield Values

School-Wide Spaces					
	Car Riders	Hallway	Bathroom	Cafeteria	Playground
Be Safe	- Hands, feet, and body to yourself - Always in line—walking or sitting. - wait for cars to stop moving before approaching your vehicle. - walk to your vehicle when it is completely stopped.	- Stay on the right side of the hallway. - Keep your eyes forward. - Stay with your group.	Keep hands, feet, and all objects to yourself.	- Walking feet to the lunch line - Eat your own food.	- Hands, feet, and body to yourself - Stay in the assigned area designated for your classroom. - Play by the rules. - Whistle means stop and look.
Be Respectful	- level 0 voice - belongings put away and your book bag next to you on the floor.	- Listen to adult instructions - level 0 voice	- Give others privacy. - Level 0	- Level 0 first 10 minutes of lunch - Level 2 voices when able to talk	- Up ladders, down slides - Slide on pockets, swing on pockets - Line up when signal is given - Take turns
Be Responsible	- eyes forward - focus on yourself - Ready on time - Listen for your name	- Walk in a single file line - Walk on the right side of the hall.	- Wash your hands with soap and turn off the water. - Pick up the trash. - Report all spills to an adult	- Throw all trash away - Stay seated at your table.	Line up in front of the teacher when the signal is given.

Bullying

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-13.5 and IPS Board Resolution No. 4520. Scholars may not engage in bullying on school grounds or while traveling to or from a school or a school activity, function or event.

Bullying is defined as deliberate, repeated acts or gestures by a scholar or group of scholars with the intent to harass, ridicule, humiliate, intimidate, or harm another student or group of students. Bullying can take the form of spoken words, written or electronic communications, physical acts or any other type of behavior that fits the definition above.

Principals are responsible for informing scholars, 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 scholars, 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 scholars who suspect that bullying is taking place should report the matter to a school staff member. Upon receiving the report, 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".

Bullying Behavior Chart

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.

Verbal Bullying Harm to someone's feeling of safety or self-esteem	Physical Bullying Harm to someone's body or property	Social / Relational Bullying Harm to someone's feeling of individual or group acceptance	Written Communication / Electronic Bullying Harm to someone's feeling of safety or self-esteem by way of written or electronic communication
CATEGORY ONE			
☐ Blaming the targeted individual for starting the conflict ☐ Calling names ☐ Expressing physical superiority ☐ Making insulting comments ☐ Teasing about clothes, physical appearance, possessions, etc.	☐ Defacing property ☐ Making threatening gestures ☐ Pushing/shoving ☐ Taking small items from others	☐ Giving dirty looks ☐ Gossiping ☐ Holding nose or other insulting gestures ☐ Ignoring someone and/or excluding them from a group ☐ Rolling eyes ☐ Starting and/or spreading rumors ☐ Teasing publicly about clothes, looks, relationships with boys/girls, etc.	☐ Writing derogatory notes to the targeted individual ☐ Writing derogatory notes to others about the targeted individual
CATEGORY TWO (some of these behaviors are against the law)			
☐ Insulting an individual's athletic ability, color, disability, ethnicity, gender, intelligence, race, religion, size or sexual orientation ☐ Insulting family ☐ Threatening physical harm	☐ Assaulting (grabbing, hitting, kicking, slapping, etc.) ☐ Damaging personal property ☐ Defacing school work or other personal property (books, clothing, locker, etc.) ☐ Starting fights ☐ Stealing ☐ Scratching or biting ☐ Tripping or causing a fall	☐ Instigating conflict ☐ Making, sending or posting comments with the intent to ostracize ☐ Making sexually explicit comments about targeted individual in front of others ☐ Playing mean tricks to embarrass someone	☐ Harassing with phone calls ☐ Posting derogatory comments on social network sites ☐ Posting slander in public places (such as derogatory comments about someone on a restroom wall) ☐ Sending messages of an insulting nature electronically or digitally (e-mail, Facebook, Instagram, instant messages, Kik, Snapchat, text messages, Twitter, Vine, Vox, etc.)
CATEGORY THREE (most of these behaviors are against the law)			
☐ Harassing an individual because of bias against race, religion, ethnicity, color, disability, gender or sexual orientation ☐ Making repeated and/or graphic threats ☐ Threatening to keep someone silent: "Don't tell anyone or it will be a lot worse!"	☐ Acting in a physically cruel manner ☐ Acting repeatedly in a violent, threatening manner ☐ Assaulting with a weapon ☐ Destroying personal property (books, clothing, jewelry, etc.) ☐ Destroying property ☐ Practicing extortion (such as taking lunch money)	☐ Arranging public humiliation ☐ Enforcing total group exclusion against someone by threatening others if they don't comply	☐ Posting lewd, sexual or violent images on social network sites ☐ Transmitting lewd, sexual or violent images electronically or digitally ☐ Writing graffiti or posting comments electronically with bias against an individual's color, disability, ethnicity, gender, race, religion or sexual orientation

Responding to Behaviors

We believe that all behavior is a way of communication. When a scholar behaves in a negative way that disrupts instruction, we first seek to understand and then address the situation. Our responses include, but are not limited to:

- Restorative Justice
- Temporary Time Out
- Restriction of Privileges
- Counseling
- Alternative Schedule
- Administrative Conference
- Reflection
- Individualized Behavior Plan
- Peer Mediation
- Parent Phone Call
- Detention
- Restitution
- Parent Conference
- In-School Suspension

The IPS code of conduct can be found on the IPS website. The guiding principles are to be safe, respectful, and responsible. IPS requires teachers and principals to document behavior incidences and consequences electronically. Consequences for major offenses may include suspension with a parent reentry conference,

and/or referral to the IPS District adjudicator for assignment to an alternative placement. Disruptive, defiant, disrespectful, and aggressive behaviors will not be tolerated at James a Garfield, on the bus, or at the bus stop.

IPS Title IX Policy

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, extra- curricular 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, 120 E. Walnut St., Room 602B. Indianapolis, IN 46204, (317) 226-3870.

Making a Title IX 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 scholars 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 scholar 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 scholar 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 scholar 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.

Notice of Non-Discrimination

The Indianapolis Public Schools does not discriminate on the basis of race, religion, color, creed, national origin, sex, disability, age, or sexual orientation in its programs and activities. For inquiries regarding the non-discrimination policy, contact the Human Resources Division, 120 E. Walnut St., Indianapolis, IN 46204, [\(317\) 226-4150](tel:3172264150).

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](tel:3172264406), or the Human Resources Division, [\(317\) 226-4150](tel:3172264150).

Academics

Homework Policy

The Garfield learning community believes that homework is a beneficial part of the educational process as well as a means of serving to tie the school more closely to the home. If homework is given, it is expected that it will be completed and returned the **next** day.

Make-up Work

Your child may be required to make up missed work due to an absence.

Grading Scale

A 100—90

B 89—80

C 79—70

D 69—60

F 59—50

Lowest F 50

Assessments



Scholars in grade 2 and 3 will take the IREAD-3 exam in the Spring. This exam measures foundational reading standards through grade 3.

Report Cards

Report cards are issued four times per year and will be printed at school and sent home with your scholar at the end of each grading period. Should you need a replacement report card, please call the front office.

MTSS

Multi-tiered System of Supports (MTSS) is a group of teachers and parents who come together to develop a plan of action to help scholars be more successful

while at school. Scholars may be referred to MTSS for behavior, academics, or a combination of both. When a scholar is selected for intervention support through MTSS, the team will meet to discuss strategies that will assist the scholar with their progress in their classroom. These strategies are built on the strengths of each individual child. The MTSS team will create a plan of action that will support the scholar's needs and then they will monitor their progress at 6–8-week intervals.

IMPORTANT CONTACT INFORMATION

Mrs. Faulkner, Principal
faulknea@myips.org
317-226-4231

Mrs. Mckissic, Assistant Principal
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317-226-4231

Mrs. Jamie Hixon, Administrative Associate
hixonjl@myips.org
317-226-4231

, Social Worker