

Frederick Douglass School #19



Family Handbook 2026-2027

2020 Dawson Street, Indianapolis, IN 46203

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<https://myips.org/frederickdouglass/>

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Welcome to Frederick Douglass

Dear Families,

Welcome to the 2026–2027 school year at Frederick Douglass School #19! I am honored to introduce myself as the principal of this incredible school community. As we begin a new academic year, we are ready to challenge every School #19 Tiger to reach new academic and personal heights.

This Family Handbook has been created as a helpful guide to provide important information about our school's policies, procedures, and expectations. Please take time to read through it carefully and keep it somewhere accessible for future reference. Please note that updates may occur throughout the school year at the discretion of the principal.

At Frederick Douglass School #19, we are proud of our talented students, dedicated staff, and strong family partnerships. Our mission remains clear: to provide a safe, nurturing environment that promotes academic excellence for all. We know that when schools and families work together, students thrive—and your support is essential to the success of our school community.

As we continue to foster a culture of learning and high expectations, we are committed to maintaining a safe, focused, and inclusive environment. Students are expected to come to school each day ready to learn, dressed in accordance with the district uniform policy, and prepared with the materials they need for success. We will continue to uphold strong schoolwide procedures to ensure a secure and productive learning environment for all.

Thank you for entrusting us with your child's education. I am excited for the journey ahead and deeply committed to making this a year of growth, learning, and achievement.

With Tiger Pride,
Mrs. Christy Martino
Principal



School Overview

Welcome to Frederick Douglass School #19! We are proud to be an **Exploratory School** serving students from **Kindergarten through 5th grade**, along with their families. Our school community is dedicated to providing a supportive, engaging, and inspiring learning environment for every child.

We look forward to partnering with you to help your students thrive academically, socially, and personally.

Here's what makes our school special:

- **Strong Academics:** Our teachers work hard to deliver a challenging and engaging curriculum. We want every student to grow and succeed!
- **Dedicated Staff:** Our educators are committed to being the best they can be—for your child and for our school community.
- **Clubs, Sports & More:** We offer a variety of sports teams, clubs, and after-school programs that help students build confidence, try new things, and stay active.
- **Family Involvement:** We believe our families are essential to student success. There are many ways for you to be involved in our school community.
- **Title I Support:** As a Title I school, all of our students receive free breakfast and lunch every school day.
- **Community Connections:** We are proud to partner with local organizations that help support the diverse needs of our families—whether academic, social, or emotional.

We're excited to work together with you to make this a fantastic school year for every student at School #19!

Our Mission

Frederick Douglass mission is to be equitable, provide rigorous academic support and social emotional learning to diverse learners by educating the whole child.

Our Vision

Frederick Douglass school inspires the community to be engaged, culturally responsive lifelong learners.

Staff Roster

Frederick Douglass Elementary Staff Roster & Phone List 2026-2027

Office Team		Room #	Phone #
Principal	Christy Martino	Office / 107	219002
Assistant Principal	Justus Ludlow	137	219003
Admin Associate	Deborah Nay	Office / 101	219001
Admin Associate	Rubi Juarez	Office / 101	219000
School Nurse	Marianna Brunner	Office / 105	219405
Social Worker	Pearle Washington	133	219133
Behavior Support Team		Room #	Phone #
Behavior Specialist	Ebony Cook	113	219113
Instructional Support Team		Room #	Phone #
Interventionist	Amber Martinez	209	219209
Interventionist		220	219220
Instructional Coach	Erika Meyer	135	219435
Instructional Assistant	Katie Ballenger	128	219128
Classroom Teachers		Room #	Phone #
Kindergarten Teacher	Ashton Asher	130	219130
Kindergarten Teacher	Victoria Howard	131	219131
Grade 1 Teacher	Alesia Thomas	183	219183
Grade 1 Teacher	Jill Rackley	187	219187
Grade 2 Teacher	Chelsea Stockberger	188	219188
Grade 2 Teacher	Jody Galbraith	184	219184
Grade 3 Teacher - Math	Holly Cochran	212	219212
Grade 3 Teacher - Reading	Ryan Stackhouse	170	219170
Grade 4 Teacher - Math	Autumn Gable	208	219208
Grade 4 Teacher - Reading	Jamie Brown	211	219211
Grade 5 Teacher - Math	Paige Denny	205	219205
Grade 5 Teacher - Reading	Sylvia Myles	202	219202
Special Education (SPED) Team		Room #	Phone #
Special Education Inclusion Teacher	Leanna Jones	189	219189
Special Education Inclusion Teacher	Jaqueline Lee	208	219208
Speech Pathologist		120	219120
Occupational Therapist	Claire Lindenmayer	120	219120
Physical Therapist	Patricia Seddon	120	219120
English as a New Language (ENL) Team		Room #	Phone #
Bilingual Assistant	Nubia Adams	129	219129
ENL Teacher	Katherine Delbridge	201	219201
ENL Teacher	Missie Sedam	123	219123
Related Arts / Special Area Team		Room #	Phone #
Art	Ryan Matthews	125	219125
Music	Amani Wainaina	140	219140
Physical Education / P.E.	Kristin Shipe	150	219150
S.T.E.M.		141	219141
Media Specialist / Library	Jessica Heckard	112	219157
Custodial Team		Room #	Phone #
Head Custodian (daytime)	Deborah Tate	139	219439
Custodian (daytime)	Deloris Glass		
Asst Head Custodian (evening)	Alejandro Simondsurdaneta	157	
Custodian (evening)	Claudia Rapalovalle		



Attendance

At Frederick Douglass School #19, we believe that **being in school every day and arriving on time** is one of the most important factors in your child's success. Consistent, daily attendance ensures your child receives the full benefit of classroom instruction and helps them stay on track academically.

When students miss school or arrive late, it can be harder for them to keep up with lessons and fully participate in learning. We appreciate your partnership in making attendance a priority!

Why Attendance Is So Important

- Being late or missing school can lead to lower grades and, over time, can even increase the chances of dropping out later in life.
- You can help by making sure your child gets to school on time, every day.
- It's one of the best ways to support your child's learning!

Attendance Is the Law

- All students are required by law to attend school every day.
- According to IPS policy, after 10 unexcused absences, the school may file a report with Child Protective Services (CPS) and/or pursue criminal charges for "Failure to Ensure" and "Educational Neglect."

What Counts as an *Excused* Absence?

Your child's absence will be excused if:

- They are sick (with a phone call or note from a parent)
- They are sick (with a doctor's note)
- There has been a death in the immediate family (with a note from a parent)
- The absence has been approved by the principal

 **Please call the school at (317) 226-4219 before 9:00 a.m. anytime your child will be absent for any reason.**

If you have questions about attendance, contact our school social worker, Ms. Washington.

Making Up Missed Work

- Students are allowed to make up all missed work during any type of absence, including suspensions.
- Students who are suspended in-school or out-of-school are still expected to complete make-up work for full credit.

What Happens After Too Many Unexcused Absences?

If a student has 6 unexcused absences in one semester:

- A parent/guardian must attend a conference with the principal (or designee), along with the student.
- Together, we will create a plan to help improve attendance moving forward.

Remember:

Call us before 9:00 AM any day your child is absent! We need to hear from you to keep records accurate and to support your child in staying on track.



Car Rider Procedures

At Frederick Douglass School #19, the safety of our students is our top priority. Please review the guidelines below to help us ensure a smooth and safe process during morning arrival and afternoon dismissal.

Morning Arrival (Drop-Off)

- Drop-off location: Door #9 (behind the school)
- Doors open: 7:10 AM
- Please do NOT drop your child off before 7:10 AM. There is no supervision before this time, and it creates a safety hazard.
- Parents must stay in the car with their child until doors open.

Afternoon Dismissal (Pick-Up)

- Pick-up location: Outside of Door #8 (behind the school)
- Dismissal begins: 2:10 PM
- Staff will escort students to your car for safety and organization.
- Every car rider will be assigned a Car Rider Number:
 - Please display your number clearly on your front windshield.
 - You may give this number to a trusted family member or friend who is picking up your child.
 - No student will be dismissed without the proper Car Rider Number sign.

Important Dismissal Reminders

- Stay in your car during dismissal—staff will bring your child to you.
- Students will:
 - Be dismissed from classrooms at 2:15 PM.
 - Walk in a quiet, straight line to the front foyer.
 - Sit behind cones labeled by grade level.
 - Wait for their number to be called.
- Staff outside will radio into the building to alert which cars have arrived.
- Once called, students will be escorted to the gym and then to your vehicle.
- Car line forms on Calhoun Street—please do not block:
 - Buses on Dawson and La Grande
 - Driveways or entrances

Traffic Flow

- Enter the school lot from Calhoun Street only.
- Do NOT use Dawson Street (reserved for buses).
- When exiting, you may leave via Calhoun or Dawson.

- The car rider line is single-file only.
- Pull as far forward as possible to keep the line moving.
- Do not leave your car unattended. If you need to enter the building, park in a designated spot.

Thank You!

We appreciate your patience and cooperation. These procedures help us ensure that every student is dismissed safely and efficiently. Let's work together to make arrival and dismissal smooth for everyone!



Early Dismissal, Dismissal Changes & Third-Party Pickup

We understand that changes in your child's school day may occasionally be necessary due to appointments, emergencies, or changes in routine. To keep all students safe and ensure a smooth process, please follow the procedures below.

Early Pick-Up

If you need to pick up your child before the regular dismissal time:

- Send a note to your child's teacher or call the school office in advance with:
 - Your child's full name
 - The date and time of pick-up
- Come into the school office to sign your child out.
(Students will only be dismissed from the main office—not from the classroom or curbside.)
- For safety and continuity of learning, please limit early pick-ups to essential needs only.

Changing Dismissal Plans

If there is a change in how your child will go home at the end of the day:

- Please send a written note to school with your child in the morning, including:
 - Your child's full name
 - The original dismissal method (e.g., bus number/color or car rider number)
 - The new dismissal plan
 - The date(s) the change applies to
- All dismissal changes must be received by 1:00 PM.
- Verbal messages from students are not accepted. Dismissal changes must come directly from a parent or legal guardian, either in writing or by phone.

Third-Party Pick-Up

If someone other than a parent or legal guardian will be picking up your child:

- A signed note from the legal guardian is required, identifying:
 - The person authorized to pick up your child
 - The date the pick-up will occur
- This information must also be submitted to the office no later than 1:00 PM.
- **IMPORTANT:** The person picking up the child must have a valid ID or drivers license with them for pick-up.
- Students will not be released to anyone other than a legal guardian or approved third party with written authorization.

Bus Riders & Late Pick-Up

- If your child is a regular bus rider and is not picked up by the time buses are preparing to depart, they will be placed on their assigned bus and sent home unless the office has written instructions stating otherwise.

Additional Safety Guidelines

- No student may leave the building without the principal's permission.
 - All early dismissals, dismissal changes, and third-party pick-ups must go through the main office.
 - Thank you for helping us keep dismissal safe, organized, and efficient for everyone.
-



Bus Transportation

The district's Transportation Department will mail a transportation card or letter to your home with the following information:

- Your child's bus number
- Bus stop location
- Pick-up and drop-off times

Bus assignments are based on the number of available seats for regular riders. If you have questions about your child's assigned stop or route, please contact the Transportation Office at 317-226-4000.

Arrival Procedures

- Buses unload at Door #10, beginning at 7:10 AM.
- We unload no more than two buses at a time to ensure a smooth flow into the building and cafeteria.
- Upon entering, students may go directly to the cafeteria for breakfast or proceed to class.
- All students who eat breakfast will do so in the cafeteria and then go to class once finished.

Dismissal Procedures

- Bus riders are dismissed from classrooms at 2:15 PM.

- Students exit the building through various doors, depending on their classroom's location.
- Teachers will escort students to their buses and supervise loading.
- Each bus is supervised by an assigned staff member until it leaves the lot.
- Buses typically depart by 2:30 PM.

 *If you have questions or concerns during dismissal, please call the school office at 317-226-4219 or IPS Transportation at 317-226-4500.*

Please note: Occasionally, buses may run late due to traffic, weather, or other delays. We appreciate your patience and understanding.

Bus Behavior & Safety

- Bus behavior expectations are established by the bus driver and/or bus monitor.
- Students are expected to follow all safety rules and procedures while on the bus.
(Refer to the "Bus Conduct" section for more details.)

At the Bus Stop

- Please check the route schedule for your child's bus stop location and pick-up time.
- Children should arrive at the bus stop at least 10 minutes early.
- Buses will stop only at authorized bus stops.

Safety Reminders:

- Do not allow your child to run after a bus once it has pulled away.
- Running alongside or attempting to beat the bus to the next stop is extremely dangerous.
- While waiting, children should stay out of the street and stand back from the curb.
- No horseplay or roughhousing at the stop—an accidental push or game of tag could lead to injury.

NEW! Bus Tracking System for Families

With FirstView, parents and caregivers can download the secure, easy-to-use vehicle tracking mobile app that will allow you to stay easily connected with your student(s) daily trips.

- See the real-time vehicle location via GPS and track its progress.
- Easy access to vehicle details as well as updates regarding any changes.
- Receive multiple distanced-based ETA notifications when the vehicle is getting close.
- Set-up family members and caregivers to receive trip email alerts.
- Dedicated customer support team for all app-related questions.

Let's get you started with FirstView!

Step 1:

Download* the free, easy-to-use mobile app, which is available on both iOS and Android devices. Search for app name: [FirstView 1.0](#) and register for a new account.

**Not all devices are compatible and must meet the minimum operating system requirements. Users from previous versions of FirstView will not migrate over and all users must create a new account.*

Step 2:

Set up your FirstView 1.0 mobile app profile. You'll be asked to provide:

- The 5-character District Code: **S4V4U**
- Your student's ID number
- Your student's last name
- Confirm your student(s) name to add them to your profile.

Step 3:

Add distance notifications to be alerted in the app or via push notification when the vehicle is close to your student's stop location. To set this up in the app, click on Set Distance Notifications. You can edit or add additional distance notifications by clicking on the notification bell and selecting Notifications Settings.

Optional: Add yourself and/or other family members and caregivers as a notification recipient to receive email alerts. To set this up in the app, click on the notification bell and select Manage Recipients.

Step 4:

Once you have added your student(s), set-up distance notifications, and signed up for email alerts, begin tracking your student's daily trips on the map!

Contact Support for assistance with app-related questions or concerns:

Monday – Friday from 7:00 am – 5:00 pm EST

In App: Click Contact Support

Email: support@myfirstview.com

Phone: (888) 889-8920 Toll Free / (513) 419-2921 Local





Walking to/from School

Students who walk home will be called for dismissal at **2:15 PM**. A staff member will escort walkers to **Door #2**, where they will exit the building.

Parents and guardians should meet their children at **Door #2**. Please note that **walkers will only be dismissed from Door #2** to ensure everyone's safety.

IMPORTANT: Children will NOT be allowed to walk into the front parking lot to meet their parents at the car. Parents need to come to **Door #2** to get their child.



Address and Phone Changes

If you move after the school year has started, you may request that your child remain at **Frederick Douglass School #19** for the rest of the year, provided the principal approves and your new address is within the school's attendance boundary.

Please note that under this option, transportation to and from school becomes the responsibility of the parent or guardian.

If you move during the school year, please:

- Visit the **school office** to provide updated **proof of your new address**.
- If your **phone number or other contact information changes**, call the school office to update it.
- All new contact information must be entered into our online system to maintain a strong home-school connection.

Keeping your contact information current helps us communicate important updates and ensure your child's safety.



Child Custody

The term “parent”—as defined by Indianapolis Public Schools Bylaws and Policies (Section 0000, Number 0100)—includes a student's **natural, adoptive, or surrogate parent**, or the **legal guardian or custodian** as designated by the courts.

Unless a court order states otherwise, **both parents are considered to have equal rights** regarding access to their child's educational information and school involvement.

To ensure we follow legal requirements and protect our students:

- The school **must have official court documentation** on file to enforce any custody-related restrictions.
- Without court documentation, we **cannot limit access** or make distinctions in custodial situations.

If your child is affected by a custody arrangement, please provide the school with the **most recent legal documents** to help us support your child's needs appropriately.

Student Records

Frederick Douglass School #19 follows Indianapolis Public Schools policies and federal regulations regarding the **privacy and accessibility of student records**.

Right of Access

Parents (or legal guardians) and eligible students have the right to **inspect and review** the student's educational records maintained by IPS.

- Requests for copies must be made **in advance**.
- If **more than 10 copies** are requested, a copying fee may apply.
- By default, **both parents have the right to access records** unless IPS receives **official court documentation** restricting access due to custody or legal circumstances (e.g., divorce or separation).

How to Request Access

To view your child's educational records:

1. Submit a **written request** to either:
 - The **school principal**, or

- The IPS Superintendent's Office
 - 2. Be specific about which records you wish to review.
If the request is unclear, a school official will contact you to clarify what you need.
 - 3. Record reviews will be scheduled **within 45 days** of receiving the written request, during **mutually agreed upon business hours**.
 - 4. A **school staff member** will be present during the review to help interpret the records, if needed.
 - 5. Parents/guardians must present **valid identification** before access to any student records is granted.
-



Accident or Illness

At Frederick Douglass School #19, we are fortunate to have a **registered nurse on staff** to support the health and safety of our students.

If your child becomes ill or injured during the school day, the school nurse will assess the situation. If your child is unable to return to class, we will contact you to arrange for transportation home.

Please note:

- Students may not remain in the clinic for extended periods of time.
- Do not send your child to school if they are sick or showing signs of illness.
- Children must be:
 - Fever-free for at least 24 hours without medication
 - Free of diarrhea for at least 24 hours without medication before returning to school.

Reporting Injuries

Any accident or injury—no matter how minor—involving a student, staff member, or visitor must be:

- Reported promptly and in writing to the IPS Corporation Business Office
- The injured person will be referred to the appropriate medical personnel for care if needed

Your child's safety and well-being are important to us. Thank you for helping us maintain a healthy school environment.



Medication at School

To ensure student safety, we follow strict guidelines when it comes to administering medication during school hours.

What's Required:

Before any prescribed medication or over-the-counter treatment (including Tylenol, Advil, etc.) can be given to your child at school, the following must be on file:

1. The medication in its original pharmacy-labeled container, including:
 - Student's full name
 - Exact dosage and clear instructions
2. A completed and signed Medication Authorization Form from the parent/guardian
(Forms are available from the school nurse.)

Without this completed form, we are not permitted to administer any medication—prescription or over-the-counter.

- All documentation is kept on file in the nurse's office and is available only to staff authorized to administer medications.
- School staff will never administer a dosage other than what is specified by the prescription or written instructions.

Thank you for helping us keep our students safe and healthy throughout the school day.



Immunizations

Indianapolis Public Schools is committed to supporting the health and wellness of all students, staff, and families. Keeping student immunizations up to date is an essential part of creating a safe and healthy learning environment.

To attend school, all students must be in compliance with Indiana state immunization requirements.

For the most current information, please review the IPS Immunization Protocols: [Immunization Protocols](#)

If you have questions about your child's immunization records or need assistance, please contact our school nurse.

Thank you for helping us protect the health of our school community.



Visiting the School

At Frederick Douglass School #19, we value strong partnerships between home and school. Parent and guardian involvement helps strengthen our school community and supports student success. We welcome you to visit throughout the school year!

Classroom Visits & Observations

- You are welcome to observe your child's class, but we kindly ask for at least 24 hours' notice.
- A parent observation chair will be designated in each classroom for your comfort.
- While observing, please enjoy watching our amazing teachers and students at work.
- *(Note: Observations are not the time for one-on-one discussions with teachers.)*

If your visit requires more than a brief observation or you have specific questions or concerns, please schedule a conference with the teacher in advance.

Courtesy Reminders:

- Classroom visits may not be possible during testing or special assessments.

Safety & Check-In Procedures

To protect all students, the following safety measures are in place:

- All visitors must sign in at the front office before entering the building and sign out when leaving.
- **IMPORTANT:** Visitors must present a valid photo ID or Drivers License in order to come into the school.
- After arrival time, all school doors are locked.
- Access the building only through the Main Entrance (Door #1).
- Ring the front doorbell and be prepared to show photo ID for entry.

Building Tours:

- Building tours are available and will be led by a staff member.
- Visitors must not walk through the building unescorted at any time.
- **IMPORTANT:** Visitors going on a tour must present a valid photo ID or Drivers License in order to come into the school.

Please remember:

Classroom visits are not the appropriate time for private discussions about your child or their teacher. To have a meaningful conversation, please **schedule a separate appointment.**



Volunteers

Frederick Douglass School #19—and all of Indianapolis Public Schools—greatly values the time, talents, and energy of community members and families who volunteer to support our students. **Volunteers make a meaningful difference** in the lives of children and help build a strong, supportive school culture.

Becoming a Volunteer

We welcome individuals who want to assist during or after school hours by helping with appropriate tasks, activities, or events. Volunteers may:

- Assist in classrooms
- Support school events
- Chaperone field trips
- Lead or support after-school clubs or programs

Whenever possible, we encourage volunteers to come from our school neighborhood or the families we serve.

Volunteer Expectations

All volunteers must:

- Have a current district background check on file.
- Be approved by the school administrator
- Work under the direct supervision of school staff
- Follow all guidelines set by school leadership

For the safety of our students, volunteers with direct or extended contact with students are required to complete a background check, including fingerprinting.

This includes (but is not limited to):

- Volunteer coaches
- Club sponsors (unpaid)
- Volunteers handling money
- Student teachers and unpaid interns with student contact

At the discretion of the Superintendent, other volunteer roles may also require a background check, based on a principal's written request.

Thank you for your interest in supporting our school. Your involvement truly enhances the educational experience for every student.

Applying to Be a Volunteer

New and returning volunteers can complete their application here:

<https://app.hirenimble.com/jobview/112712>

A Tier 3 background check is needed to attend a field trip or work with students in school. This involves a Nimble application, a SafeVisitor Solutions background check, and a DCS check. Approval could take 2 weeks to finalize.



Universal Dress Code

Frederick Douglass School #19 follows Indianapolis Public Schools Board Policy 5511 regarding the Universal Dress Code. Our goal is to promote a safe, respectful, and distraction-free learning environment.

Tops / Shirts

- Shirts must have sleeves and cover the midriff
(Examples: t-shirts, blouses, sweaters, sweatshirts, hoodies)

Bottoms / Pants

- Pants, shorts, skirts, and dresses must:
 - Be free of holes or tears
 - Be fingertip length or longer

Footwear / Shoes

- Closed-toed shoes are required for safety
(No sandals, flip-flops, or open-toed footwear)

Head Coverings

- Allowed: Head coverings worn for religious purposes
- Not allowed inside the building:
 - Bonnets
 - Durags

- Hats
- Wave caps
- Similar items not related to religious observance

Students are expected to follow these guidelines daily. Families will be contacted if a student is not in compliance, and alternative clothing may be provided when needed.

Thank you for supporting a positive and respectful school culture through appropriate dress.

Dress Code Examples:

In Dress Code	Not in Dress Code
   	 



In Dress Code



Not In Dress Code





Restrictions & Additional Guidelines

This policy permits additional student attire requirements when necessary for safety in specific academic settings, such as:

- Physical Education (PE)
- Science labs
- Career and Technical Education (CTE) courses

Reasonable variations in dress are also allowed for activities like swimming or gymnastics.

Attire worn in observance of a student's religion is not restricted under this policy.

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

- Are pornographic, contain threats, or promote illegal or violent conduct, including:
 - Weapons

- Drugs or alcohol
- Tobacco products or drug paraphernalia
- Demonstrate hate group affiliation or use hate speech targeting others based on:
 - Race or ethnicity
 - Gender or gender identity
 - Sexual orientation
 - Religious beliefs
 - Other protected categories
- Intentionally expose private parts (e.g. nipples, genitals, buttocks)
 - Clothing must fully cover private parts with opaque (not see-through) material
 - Undergarments must not be visible
- Cover the face in a way that makes the student unidentifiable
(*except for approved religious or medical reasons*)
- Display or imply gang affiliation

We appreciate your support in helping students dress in a way that is comfortable, appropriate, and conducive to learning. If a student is out of dress code, families may be contacted and provided with options to resolve the issue.

Dress Code Enforcement

Frederick Douglass School #19 is committed to enforcing the Universal Dress Code in a way that is **respectful, fair, and free from unnecessary disruption** to the learning environment.

Staff Responsibility

- School leadership will ensure that **all staff are trained** on the dress code policy and understand how to enforce it **equitably and respectfully**.

- Staff will make **every reasonable effort** to address dress code concerns **privately**, rather than in front of other students.

When Discipline Applies

Students will not be:

- Suspended or removed from class **solely** for a dress code violation
- Labeled as a “distraction” based on appearance or attire

However, attire that:

- Causes a **substantial disruption** to the learning environment,
- Poses a health or safety hazard, or
- Is part of a **larger behavioral issue** (e.g., harassment, bullying, or intimidation) may result in further disciplinary action according to IPS behavior policies.

Typical Dress Code Violation Process

1. First Violation

- Parent/guardian is contacted
- Student is asked to **cover, change, or remove** the non-compliant item

2. Second Violation

- Another **parent phone call** is made
- Student is again directed to **change attire**

3. Third Violation

- A **restorative conference** is scheduled with the **parent and student**

The **principal or their designee** will notify parents/guardians of the school's response to each violation.

Ongoing Staff Training

IPS provides training for school staff to ensure **consistent, fair, and culturally respectful enforcement** of the dress code. This helps ensure that all students are treated with dignity while maintaining a positive and inclusive school climate.



Cell Phone Policy

Students are allowed to bring phones to school. However, we have a bell-to-bell "no personal wireless devices" policy. This policy complies with Indiana's Senate Enrolled Act 78.

→ Our "no personal wireless devices" policy states that all cell phones, smartwatches, tablets, and internet-capable devices must be powered off and stored out of sight in bookbags or lockers for the entire school day.

Violations & Consequences

- **Warning:** Verbal warnings will be given if a staff member sees a student who has their phone out/visible during the school day.
- **Confiscation:** Repeated violations result in the phone/device being confiscated and returned at the end of the day, or requiring a parent/guardian to pick it up from the school.

Communication During the Day

- Students should not rely on cell phones for emergency or routine communication.
- **If you need to reach your child during the school day, please call the main office at ☎ 317-226-4219.**
 - Office staff will take a message and ensure it is delivered to your child.

Responsibility for Personal Items

- The school is not responsible for lost, stolen, or damaged phones or other personal items brought to school—even if permitted.

We appreciate your cooperation in helping us maintain a safe, focused, and respectful learning environment for all students.



Personal Property

To maintain a safe and focused learning environment, students at Frederick Douglass School #19 are expected to bring **only school-related items** from home. We appreciate your support in helping students stay organized and ready to learn.

Allowed Items

- School supplies and learning materials only.
- Personal items (e.g., special project materials or field trip items) may be brought to school **only with teacher or administrator permission**.

Items Not Permitted During the School Day

Students **may not use or display** the following personal items during school hours:

- Cell phones (see Cell Phone Policy)
- Electronic devices, including:
 - Smartwatches
 - Tablets/iPads
 - Video game consoles
 - iPods/MP3 players
 - Cameras
 - Pagers
 - Laser pointers
 - Remote controls

- Skateboards, scooters, skates, or “Heelies” (shoes with wheels)

Electronic Devices & Inappropriate Use

Use of electronic devices is strictly prohibited during the school day without teacher authorization. Inappropriate use includes, but is not limited to:

- Recording, storing, or sharing **photos, videos, or audio** of students, staff, or schoolwork (e.g., tests or quizzes)
- Accessing **websites or apps** that are restricted on school networks
- Using devices to engage in or promote **harassment, bullying, or misconduct** via **texting, calling, or social media**
- **Posting school-related content online** in ways that violate privacy, safety, or school policies

Parents and students may be held legally responsible for inappropriate or unlawful use of personal devices—including misuse of images or social media activity involving the school.

Confiscated Items

- Any prohibited item that is **seen, heard, or used without permission** will be confiscated and sent to the office.
- A parent or guardian will need to pick up the item from school administration.

During Transportation

This policy applies to all students while riding school buses, including the use of:

- Cell phones
- Pagers
- Cameras
- Laser pointers

School Liability

The school is not responsible for:

- Lost or stolen items
- Damaged or vandalized property
- Confiscated devices or valuables

We strongly encourage students not to bring valuable or non-essential items to school.

School Telephone Use

Students may use the school telephone only with permission from a staff member.

Teachers and school administrators will decide when and how students may use the phone during the school day.

Technology Use

Each student is assigned specific technology devices for their personal use at school.

Students may not use any other devices without permission from a staff member.

All students must follow the Technology Usage Policy found in the Student Code of Conduct.

Failure to follow this policy may result in loss of technology privileges and other disciplinary actions.

Parties and Birthday Celebrations

Birthday celebrations are allowed at the teacher's discretion.

If you'd like your child to celebrate their birthday at school, please contact the teacher at least 24 hours in advance to make arrangements.

IMPORTANT: For health and safety reasons, ONLY store-bought, pre-packaged items may be distributed during class parties and birthday celebrations. Items brought from home will not be served.

Religious Accommodations

If your family's religious beliefs prevent your child from participating in certain activities—such as class parties, health instruction, or the Pledge of Allegiance—please notify the teacher in writing.

Scheduling a conference before the school year begins will help the teacher make appropriate accommodations and respect your family's beliefs.

Title IX Policy: Prohibiting Sex Discrimination & Sexual Harassment

No Sex Discrimination

Indianapolis Public Schools (IPS) follows Title IX of the Education Amendments of 1972 and Indiana Civil Rights Law to ensure that no student is excluded, denied benefits, or treated unfairly in any school program or activity based on sex. This means students have equal access to classes, extracurriculars, facilities, and all opportunities regardless of gender.

Sexual Harassment is Prohibited

Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, gestures, requests for favors, or other verbal or physical conduct of a sexual nature that affects a student's ability to participate in school activities. IPS prohibits sexual harassment by staff, other students, or any third parties connected to school activities.

Note: No employee is allowed to be alone in a locked room with a student.

Title IX Coordinator

For questions, concerns, or complaints about sex discrimination or harassment, contact:

Denise Kent

Phone: (317) 226-4000

Email: kentd@myips.org

How to File a Complaint

Parents and students should report suspected sex discrimination or harassment promptly to:

- School administrator
- School counselor
- School social worker
- Or directly to the Title IX Coordinator

Complaints can be oral or written and should be made as soon as possible—ideally within 10 days after learning about the incident. Late reports are still accepted.

Investigation and Actions

The Title IX Coordinator will investigate complaints promptly, usually within 30 days. After the investigation, the findings will be reported to the Superintendent, who may recommend appropriate actions, including discipline up to employee termination or student expulsion. Both the complainant and the accused will be informed in writing about the outcome.

The Superintendent's decision is final unless there is a legal or contractual right to appeal.

IPS Anti-Discrimination Statement

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

Title IX Coordinator / Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150;

Section 504/ADA Coordinator / Health Services Coordinator, 120 E. Walnut St., Sixth Floor, Indianapolis, Indiana 46204, 317.226.4406; For any other inquiry relating to IPS's non-discrimination policies, please contact the Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150.

For further information on non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.

Field Trips

Field trips are a fun and important part of your child's learning journey, giving them exciting opportunities to explore and discover around Indianapolis!

Permission Slips

Students must have a signed permission slip to go on every field trip. Phone permissions won't be accepted, so please be sure to sign and return the form on time to make sure your child can join the fun!

Parent Attendance

Sometimes, teachers or administrators may ask a parent or guardian to attend a trip for certain students. If this is the case, you'll be notified at least one week ahead of time.

Parent Volunteers

Parents are usually welcome to volunteer on field trips! All volunteers must be approved by the school and district — this process takes at least one week, so please plan early. Check out the "Volunteers" section for all the details.

Lost and Found Items

Please label your child's belongings with their name to help keep track of them!

If something gets lost, don't worry — check the **Lost & Found** box located in the main office.

Let's help your child's things find their way back home!

Cafeteria Information & Lunch Visits

- Good news! All students get free breakfast and lunch!
- If your child brings lunch but wants milk, it costs **\$0.40** per day.
- Students are not allowed to bring soda / pop to school. We encourage healthy drink choices such as water, milk, or 100% juice to support student wellness and focus.

- Visitors are welcome to come enjoy lunch at a **special visitor table** with their student.



Report Cards & Grading

- Report cards give you a snapshot of your child's progress throughout the year, but **they're not the only way** to see how your child is doing!
- Your child will bring home graded assignments regularly, and homework should be checked often to stay on track.
- IPS uses **9-week grading periods**. Mid-term reports go home around the 4th or 5th week of each grading period.

IPS Grading Policy — No Zero Grading Policy

The lowest F grade a student can receive is 50.

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

Important Notes:

- Students with a D or F in Math or Reading may face retention.
- 3rd graders who don't pass IREAD-3 will be retained unless they qualify for a Good Cause Exemption.

Let's work together to help your child succeed every step of the way!



Parent-Teacher Conferences / Parents-in-Touch (PIT) Days

Keeping a close eye on your child's progress is super important for their success! You can do this by:

- Checking homework regularly
- Talking with your child about their school day
- Building a strong connection with your child's teacher through conferences

Parent-In-Touch (PIT) Days:

- Friday, October 23rd, 2026
- Friday, March 26th, 2027

These days are set aside just for parent-teacher conferences. Students do NOT attend school on Parent-In-Touch Days.

Need a conference outside those dates?

No worries! Just call us at 317-226-4219 to schedule a meeting whenever you need one.

Together, we can help your child shine!



Academic Celebrations

At the end of each grading cycle, we celebrate our amazing students who have earned:

- High Honor Roll
- Honor Roll
- Good Citizenship
- Perfect Attendance
- And other awesome academic honors!

Parents will be notified so you can join the fun and cheer your child on!

Let's celebrate success together!



Homework

Homework is an extension of the classroom. It may continue unfinished class assignments or include enrichment activities designed to deepen student learning. Homework should be completed by the student and returned to school the next day. Specific homework expectations for each grade level will be shared by your child's homeroom teacher.

Research shows that poor homework habits often lead to lower grades, especially in grades four, five, and six. You can support your child by monitoring homework time and encouraging responsibility for their education. This also helps you stay informed about what your child is learning. We appreciate your support as we work together to build strong study habits that will benefit students in middle and high school.



Daily Schedule

7:00 AM – Teachers report
7:10 AM – Students enter building / Breakfast served
7:30 AM – Students are late
7:20 AM – 2:10 PM Instructional Time
2:15 PM – Car Riders / Walkers Dismissed
2:15 PM – Bus Riders Dismissed
2:30 PM – Teachers depart
3:00 PM – Main Office Closes



DISTRICT CALENDAR FOR 2026-2027

SY2026-27 Student & Staff School Calendar



JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
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13	14	15	16	17	18	19
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27	28	29	30	31		

JANUARY						
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24	25	26	27	28	29	30
31						

FEBRUARY						
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28						

MARCH						
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28	29	30	31			

APRIL						
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25	26	27	28	29	30	

MAY						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

JUNE						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Student Behavior

At Frederick Douglass, ALL students are expected to follow the school-wide building procedures when using common areas. This includes:

Teamwork | Integrity | Gratitude | Excellence | Respect | Self-Control

To create a safe, caring, and cooperative environment, Frederick Douglass School #19 follows the Indianapolis Public Schools Code of Conduct (at school and on school buses). Consequences for misbehavior are progressive, focusing

on teaching students replacement skills. If misbehavior escalates or repeats, administrative actions will be taken.

For specific IPS Discipline Policy details, please visit: www.myips.org

PBIS – Building Dreams / SEL Program – Second Steps

Each teacher implements a **PBIS program** where students earn incentives for positive behavior aligned with our Tiger Core Values:

Teamwork | Integrity | Gratitude | Excellence | Respect | Self-Control

Classes engage daily in **Second Steps**, a social/emotional learning program supporting district-wide initiatives.

Frederick Douglass #19 also partners with the **Fight for Life Foundation's Building Dreams** program to encourage positive behavior.

IPS Policy Against Bullying

Bullying is **strictly prohibited** in Indianapolis Public Schools (IPS) under Indiana Code 20-33-8-0.2 and IPS Board Policy No. 5517.01.

What is Bullying?

Bullying is overt, unwanted, repeated acts or gestures—like verbal or written messages (including digital/electronic), physical aggression, or other behaviors by one or more students toward another student—with the intent to:

- Harass
- Ridicule
- Humiliate
- Intimidate
- Harm
- Create an objectively hostile environment for the targeted student

Where is Bullying Prohibited?

- On school grounds
- Traveling to/from school or school activities
- Off school grounds while using school property or attending school events

Principal & School Responsibility

Principals will:

- Inform students, parents, and staff that bullying will **NOT** be tolerated
- Enforce disciplinary actions up to suspension or expulsion
- Encourage conversations among students, staff, and parents about bullying's negative impact
- Involve parents through existing parent organizations

Reporting Bullying

Parents or students who suspect bullying should report it to the principal. Upon receiving a report:

- The principal will investigate at the building level
- Appropriate consequences will be applied per the Board's **Student Discipline Policy**

Teacher & Administration Response if a Student Reports Bullying

Teachers will:

- Report it to administration and/or the school social worker

Then, administration/social worker will:

- Send a letter to the parent/guardian of the accused student
- Send a letter to the parent/guardian of the student reporting bullying
- Complete district paperwork and conduct an investigation



Bus Conduct

Transportation is a **privilege, not a right**. IPS provides bus service **only to students who follow all safety rules and regulations**.

Consequences for Violations

A student's eligibility to ride the bus may be suspended for breaking bus rules. Depending on the seriousness and frequency of the violation, discipline can include:

- Verbal reprimand
- Written warnings
- Suspension of bus privileges

Note: Bus suspension **does NOT** excuse a student from attending school. Parents/guardians are responsible for providing transportation during suspensions.

Safety First!

Your child must understand that **safety is the top priority!**

Bus drivers and monitors ensure all students arrive safely to and from school. Students must:

- Follow all rules set by the bus driver/monitor
- Abide by school and district policies (IPS Board Resolution No. 7154)

Progressive Discipline for Bus Conduct at Frederick Douglass:

- **First Offense:** Verbal warning from the driver/monitor
- **Second Offense:** Bus write-up to the Discipline Team, second verbal warning, parents contacted, and written warning sent home (must be signed and returned)
- **Third Offense:** Bus suspension (length determined by administration based on offense and frequency)

Students who continue to disrupt the bus may face **longer or permanent suspensions** from bus transportation.



School Safety Drills

In accordance with state law, all schools conduct safety drills to prepare students and staff for emergencies. These include:

- Fire drills
- Severe weather drills
- Lockdown drills

Safety Drill Frequency

Fire and security drills are held **monthly**.

What to Expect During Safety Drills

- Escape routes and emergency stations are posted in every room.
- During drills, students must move **quickly and quietly** following the teacher's directions.
- Teachers lead students to designated safe areas and **take attendance** to ensure everyone is accounted for.

Student Behavior During Safety Drills

Students should:

- Remain quiet, calm, and orderly
- Listen carefully for emergency instructions
- Return to class calmly once the drill is over

These drills help keep everyone safe by teaching how to respond calmly and effectively in case of real emergencies.



Playground Rules

- Stay on the playground and report problems to an adult
- Use equipment appropriately
- Follow whistle procedures
- Listen to and follow staff directions
- Use good sportsmanship – play fair
- Keep playground clean
- Line up orderly – no pushing or shoving
- Keep hands and feet to yourself
- Include everyone and use kind words

Following these rules helps keep the playground fun and safe for everyone!



School Property

Students are responsible for the proper care of all books, equipment, and furniture supplied by the school.

Damage or unauthorized use of software on the computer system could result in families being asked to pay for the cost of correcting the system.

Students shall **not** mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument.

Students shall **not** tamper with fire alarms, fire extinguishers, or any electrical systems.

Any student who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to school administration.

Taking care of our school helps keep it safe and welcoming for everyone!



Weather Procedures

Since weather conditions can affect school safety, make sure you have access to accurate information.

In the event of severe or inclement weather, stay tuned to local radio and television stations, and follow Indianapolis Public Schools on **Facebook, Instagram, and Twitter**.

Follow IPS Transportation on Twitter [@IPSBuses](#) for real-time updates about late buses.

Please use these media outlets for up-to-date information on **school closings, delays, and bus information**.

Students will continue to have recess during winter months unless it is exceptionally cold or wet. Please make sure your child is dressed appropriately for the weather!

Inclement Weather Plan

The School Board is committed to student safety during natural and man-made emergencies and believes preparedness is key.

The Board authorizes an emergency preparedness system to ensure:

- The health and safety of students and staff are safeguarded

- Minimal disruption to the educational program occurs
- Students learn self-reliance and how to respond sensibly in emergencies

All threats to school safety will be identified by appropriate personnel and handled according to the emergency preparedness plan.

The Superintendent will develop procedures for emergency handling, including safe school evacuations.

Stay safe and stay informed!



2-Hour Delay Schedule

Bus Schedule:

- On 2-hour delay days, the bus will pick up your child exactly 2 hours later than a “normal day”.
- Please know that if there is snow or ice, the buses might be running a little behind schedule.

School Schedule

- On 2-hour delay days, the school day starts exactly 2 hours later than a “normal day”, breakfast is still served, and our dismissal is at the same time as it is on a “normal day”.
- Doors Open / Student Arrival Time: 9:10am
- Breakfast Served: 9:10-9:30am
- Tardy Bell: 9:30am
- Dismissal: 2:15pm (*This is the same time as a regular day*)
- IMPORTANT NOTE: Please do NOT drop your child off before 9:10 AM. There is no supervision before this time, and it creates a safety hazard.

Please note that the policies outlined in this handbook may be updated or adjusted by the principal as needed during the school year. Any changes will be communicated in a timely manner.