



Student and Family Handbook 2026-2027

1734 Fletcher Ave.
Indianapolis, IN 46203
317.226.4239

Principal: Melinda Blackmer
Assistant Principal: Mike Akers

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William McKinley Elementary
School 39
1734 Fletcher Avenue
Indianapolis, IN 46203
317.226.4239
myIPS.org/williammckinley39

Dear William McKinley Families,

On behalf of the staff at William McKinley Elementary School #39, welcome to the 2026-27 academic year!! I am thrilled to serve as your new principal and look forward to building a positive and productive partnership with you to ensure all of our students reach their full potential.

We believe that academic success thrives on strong collaboration between home and school. Your partnership is invaluable, and together, we are committed to prioritizing our students' well-being and growth in every decision we make at William McKinley.

We truly encourage you to stay actively involved in your child's educational journey. Our doors are always open to you; please remember that for the safety and security of our entire school community, all visitors must check in at the front office, wear a visitor's badge, and provide a photo ID, which will be kept at the front desk while in the building. This will be expected even when just escorting your child to class. We are deeply grateful for your cooperation in maintaining a safe, welcoming environment for our students and staff.

Please be sure to read the 2026-27 William McKinley Student and Family Handbook carefully to understand the policies and practices at our school. Please do not hesitate to reach out to me or any of the amazing staff at William McKinley School #39 if you ever have any questions or concerns.

Warmest regards,

Melinda Blackmer

Principal

(317) 226-4239

blackmermelinda@myips.org



II. 26-27 Staff Roster

Staff Member	Room	Staff Member	Room
Pre-K		Media Center	
STAFFORD, Lori	240	THOMAS, Jessica	Media Ctr
PAGE, Sandy (Assistant)	240	ESL	
BALDWIN, Hannah	228	CARDONA, Ana	113
GARCIA, Ana (Assistant)	228	VELAZQUEZ, Veronica	217
Kindergarten		ARREDONDO, RAMONA	217
PITZER, Amy	118	Special Education	
BRAKE, Lauren	120	KESSLER, Payton (Kdg-3rd)	114
COOPER, Amanda	122	ALLEN, Jenny (4th-5th)	205
1st Grade		GORDON, Angie (Resource)	242
MARTIN, Gabby	115	SMOCK, Sam (IA, Resource)	242
LISTNER, Tammy	116	LAMBERT, Sylvia (AASUP)	TBD
KORAGANJI, Kira	117	GORDON, Rainee (AASUP)	TBD
2nd Grade		DUDLEY, Sarah (Speech/Lang)	124
GARCIA, Dana	110	MOSLEY, Charm (Psychologist)	252
MARR, Kelly	111	Title I	
HENDRICKS, Shelley	112	HUDSON, Belinda Parent Center	101
3rd Grade		BABCOOK, Tarryn	160
PERDUE, Jen	213	Administration	
RODGERS, Kaylen	214	BLACKMER, Melinda (Principal)	Main Office
VADNEY, Will	215	ONATE, Jessica (Admin Asst.)	Main Office
4th Grade		AKERS, Mike (Asst. Principal)	121
NOWLIN, Erin(Math)	210	Social Services	
HIGDON, Mary (Sci/SS/ELA Interventions)	211	MUCENSKI, Michelle (SW)	103
GIBSON, Logan (ELA)	212	DIVINCENZO Amy (SW)	103
5th Grade		Custodial Staff	
GANNON, Jayme (Math & Science/SS)	201	MODESITT, Joe (Head Custodian)	129
MORIARITY, Taylor (ELA & Science/SS)	202	ELSBURY, Jimmy (Asst Head)	127
Interventions		RUSH, Teresa	140
ESTES, Andrea (K/1)	204	Vacant	140
BUSCH, Julie (2/3)	251	MISC	
GREGORY, Jacob (4/5)	203	ALLEN, Adam (Eskenazi)	221
COLLINS, Joel (Associate Teacher)	203	OGLE, Morgan(Eskenazi)	223
MONTGOMERY, Lisa (Associate Teacher)	204	Work/Mail Room FAX-4400	Main Office
WHEELER, Hailey (Instructional Assistant)	TBD	Conference Room	Main Office
Special Areas		Shalom Clinic- NP Abby	Main Office
HERDMAN, Julie (ABL/PE)	128/450	Teacher's Workroom	105
MILLER, David (IAM)	142	Staff Teacher Lounge (1st Floor)	130
HUMERICKHOUSE, Betty (STEM)	224	Staff Teacher Lounge (2nd Floor)	230
		Ms. Lori	Cafe

III. District Calendar

SY2026-27 Student & Staff School Calendar



JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
Summary of Days							Districtwide PL Days							School-Based PL Days						
Students																				
Semester 1							• Tuesday, July 28							• Monday, July 27						
1 Asynchronous Days							• Monday, August 3							• Thursday, August 6						
Semester 2							• Tuesday, August 4							• Friday, August 7						
2 Asynchronous Days							• Tuesday, November 3							• Tuesday, September 8						
Total							• Tuesday, February 16													
180																				
Total																				
192																				

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

The link for this calendar is [here](#) for English. The link for this calendar in Spanish is [here](#).

IV. School Information

William McKinley #39 Vision of Excellence: William McKinley is a community of learners committed to provide every student with the opportunity to succeed and the power to create their own future.

William McKinley #39 School Core Beliefs:

- Student success is the only option
- Academic rigor is the norm
- Students, families, and community members are essential partners
- Diversity is valued

School Symbol and Colors: William McKinley is the home of the Eagles. Our colors are royal blue and yellow.

Important Phone Numbers

William McKinley Main Office.....226-4239
IPS Transportation Line.....226-4500
IPS Main Information Line.....226-4000

School Hours (in-person learning)

9:05 AM Student arrival begins
Buses and Car Riders unload
9:15 AM Doors open for Walkers
9:25 AM Tardy bell rings and instruction begins*
3:50 PM Dismissal begins
Walkers dismissed at Doors 3 & 4 (State Street entrances)
3:55 PM Car Riders begin loading at Door 5
3:55 PM Buses begin loading at Door 2

Digital Communication Window

Please note that no phone calls will be put through to teachers during instructional time. A message will be taken by the front office and given to the teacher. To combat staff burnout and establish clear expectations with families, classroom messaging applications must have quiet hours enabled. Faculty are not expected to respond to parent messages after 4:15 PM on weekdays or at any time over the weekend. The standard response window for all non-urgent parent inquiries is 24 business hours.

V. Universal Dress Code

Clothing Item	Policy
Tops	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-toed shoes only
Students can wear: Head coverings for religious purposes	The exceptions are bonnets, durags, hats inside the building, wave caps, and similar items

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.

Restrictions

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

- Are pornographic, contain threats, or promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;

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

Enforcement

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

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy **unless** the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be suspended from school or be referred to as "a distraction" due to their appearance or attire.

Typical consequences for a violation of this policy include:

- Dress code violations are not Out of School Suspension offenses
- 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

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

VI. School Policies

1. Attendance Policy:

Regular and punctual school attendance is vital to every student's school success. Students with good attendance perform better in school than those students who are frequently late and/or absent. School attendance is also a requirement under Indiana State Law (I.C. 20-8.1-3). We are required by law to schedule a meeting with the parent or guardian after 5 unexcused absences and create an attendance plan. After 10 unexcused absences within a 10-week period, we are required to report the student for truancy. We do understand that there are occasions when a student must miss school for unavoidable reasons. When your child must miss school for any reason, we ask that you call the school by 10:00 a.m. each day that your child is not in school. You must inform us when your child will not be in school. Please keep in mind that when your child is home from school, they are missing out on seven hours of instruction that their peers are getting. Please see the chart below to demonstrate the impact of missing several days of school.

Days Absent	Hours of Missed Instruction
1	7 hours
2	14 hours
3	21 hours
4	28 hours
5	35 hours

6	42 hours
7	49 hours

Excused Absences:

1. Illness/medical emergency: A parent is responsible for contacting the school each day a student is absent. A doctor's note is required to excuse an absence for illness.
2. Health care and social service appointments: A statement from the appropriate health care provider or social service provider shall be presented to the school upon the student's return to be classified as excused. When possible, please schedule these appointments early or late in the day to minimize the time away from school.
3. Death in the immediate family: A student will be excused from school in the case of the death of an immediate family member. As stated in the IPS Policies and Procedures, the immediate family shall be defined as the student's parent, guardian, spouse of parent/guardian, grandparent, brother, sister, or similar relationship established by marriage.
4. Other reasons for excused absences may be found in the IPS Policies and Procedures.

2. Tardy, Arrival and Dismissal, Check Out

Tardy Provisions: All students are expected to arrive each day on time. Students must arrive early enough to be in their classrooms by 9:25 a.m. when the tardy bell rings and instruction begins. Students not in their classroom by 9:25 a.m. will be marked tardy. If students arrive after 9:25 a.m., they must get a tardy pass from the main office before proceeding to class. Each instance of tardiness will be recorded in the student's record.

Student Transportation Changes: All changes in your student's transportation arrangements **must be made in writing and given to the student's teacher in the morning.** Otherwise, your student must follow the regular transportation routine. Any transportation request that includes riding a different bus or being picked up or let off at a different location will not be honored per IPS transportation policy. **In case of an emergency, please call the Main Office at 317-226-4239 no later than 3:00 PM** to allow adequate time for the delivery of your message.

Release of Students During the School Day: Students **will not** be released directly from the classroom at any time during the school day. Students must be called to and released from the office to a parent/guardian. **If a person other than the legal parent/guardian is designated to pick up a student, that person must have his/her name on file in the office, present a valid driver's license or other valid picture ID, and sign the student out from the office.** No request to allow a child to wait outside to be picked up will be granted.

3. Student Transportation- Any changes to transportation need to be **called into the main office before 3:00 PM** to ensure that the student is transported home safely and by the expected form of transportation. If the office is not informed of any changes by then, the student will be sent home as originally communicated at the start of the year.

Bus Transportation: The safety of all William McKinley students is our foremost priority, and that starts each day with safe transportation to and from school. With this focus and commitment to student safety, riding the school bus is a privilege that may be suspended or removed because of actions that endanger the safety of the student or other students on the bus. We believe that the school day begins at a student's bus stop and ends when the student's bus ride is complete. Therefore, William McKinley students riding the bus or waiting at the bus stop are expected to comply with the school's rules, and parents are expected to assist with the enforcement of these rules. Failure to comply with these expectations can lead to suspension or removal of bus privileges. The William McKinley student expectations for behavior on school buses can be found in **Section IX: Student Behavior** under **Bus Safety, Conduct, and Behavior.**

To further ensure that our students safely arrive to and from school, students are only allowed to ride their assigned school bus number, so we can know where all students are at all times. Any request to ride a different bus or to be picked up or let off at a different location must be submitted to the principal in writing by the parent or guardian. Depending on the situation, we may be able to accommodate requests.

The following information provides further clarity on the transportation systems for William McKinley and IPS students:

- All transportation questions may be directed to 226-4500.
- In the event a bus is late in bringing your child home or does not pick your child up on time, please **call IPS Transportation at 226-4500**.
- 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 226-4633**.

Car Riders: All car riders need to register for a car rider tag. This can be done in the main office, and it only takes a couple of minutes. You will receive a badge to display in your car windshield. Car riders will wait in the Gym until the teacher on duty calls for the student to come outside. Parents are asked to line up on the south side of Spann Street facing west towards State Street. If everyone cooperates, this process usually takes less than fifteen minutes. We will load six cars at a time and then load the next group. Parents must have their car rider tag visible for the staff member recording the students' names. Students will not be released unless the adult picking up the child has the car rider badge, issued upon registration. If the badge is not shown or is missing, the adult will have to come inside the building to sign the student out in the front office (off of Fletcher Ave. after the buses have left). **Car riders may not be dropped off before 9:05 AM and must be picked up at 3:55 PM.** Parents who wish to drive their child close to school and allow them to walk the rest of the way will need to do so no closer than Hoyt Street. **No cars should park on State Street, Fletcher Avenue, or Spann Street.** This will ensure the safety of walkers and keep our bus and car rider line moving safely and efficiently, minimizing loss of instructional time and disrupting the neighborhood.

Walkers: Walkers should not arrive before 9:15 am when doors open. There will not be any adult supervision before this time. This will ensure that the cafeteria can serve breakfast safely and to ensure that car and bus drop-off is moving safely and efficiently to minimize instructional time and neighborhood disruptions.

Walkers whose classroom is on the first floor will enter and exit the building at **Door 3 (Learning Garden)**. Walkers whose classroom is on the second floor will enter and exit the building at **Door 4 (State Street)**. This ensures that students have the space to maintain safe distance from their classmates as well as other homerooms while entering and exiting the building. Walkers will be dismissed at 3:50 pm. Staff members will escort students to Doors 3 & 4 (State Street) and release students to walk home. **Any student not being escorted home by a parent will be crossed at the light at State and Fletcher by a staff member.** Parents who wish to walk their students home will need to wait in the grassy area and on the sidewalk by the learning garden for their student to come out of Door 3 or 4.

Parents who wish to drive their child close to school and allow them to walk the rest of the way will need to do so no closer than Hoyt Street. **No cars should be parked on Fletcher Avenue, Spann Avenue, State Avenue, or Randolph Street.** This will ensure the safety of walkers and again keep our bus and car rider line moving safely and efficiently.

4. Communication with families:

Families will receive reminders, notices, and any emergency messages via telephone through the School Messenger system and/or KiNVO. It is most important to keep your general and emergency phone numbers up to date. Please contact the front office **immediately** if your number changes. It is also extremely important that we keep your most current address in our system. If you move during the school year, please inform the front office as soon as possible.

5. Child Custody:

"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 student. Both parents will be considered to have equal rights unless an up-to-date court of law decrees otherwise.

6. Student Health:

Immunizations: Under Indiana Code, **students are not permitted to attend school without proof of proper immunizations.** Please make sure that your child's immunizations are up to date and that we have an official record on

file with the school nurse. If your child does not receive shots due to medical reasons, we must have a **doctor's statement** on file. If your child does not receive shots for religious reasons, a written statement must be submitted to the principal **each year**.

Illness or Injury at School: If a student becomes ill or injured at school, the student will be sent to the Shalom Clinic and, if warranted, the parent or guardian will be called to pick up the student. We do not have adequate resting space or personnel at the school for sick students to stay all day when they are ill. If we cannot reach a parent or guardian, the person listed as the emergency contact will be called. If there is a life-threatening emergency, we will call 911 and transport your student to the hospital. A staff member will accompany the student in the ambulance and wait at the hospital until a parent/guardian arrives. Parents will be contacted immediately. **Please remember to keep all telephone numbers current in case of an emergency. Please be sure to fill out the Shalom Clinic form at the start of the year to ensure that your child has permission to visit and be seen by the Physician Assistant within the Shalom Clinic.**

Medication: If your child needs to take medication at school, we must have a consent form for our in-school Shalom Clinic.

7. Visitors at William McKinley:

Family members are important members of our school community and are always welcome! To keep a record of your visit and for the safety of all our students, **you must check in at the office immediately upon entering the school, and you will be required to sign in and leave a picture ID (e.g., valid driver's license or ID card) before a visitor pass can be issued.** A Visitor Pass will be issued and must be worn during the entire school visit.

NOTE: If you would like to observe your child in his/her classroom, you will need to make arrangements with the homeroom teacher before your visit.

8. Volunteering at William McKinley:

All potential volunteers must complete an Online Volunteer Application, which may be obtained by clicking here. [English/Español](#).

9. Personal Electronic Devices:

In Compliance with Indiana Legislation and Senate Bill 78

1. Scope of Policy

To ensure an environment focused on high-quality learning and face-to-face interaction, Indianapolis Public Schools (IPS) enforces a strict "bell-to-bell" personal electronic device restriction throughout the instructional school day.

- ❖ **Definition of a Personal Device:** Any portable, wireless, internet- or cellular-connected device not owned by the district. This includes, but is not limited to: smartphones, smartwatches, earbuds/AirPods, tablets, laptops, personal gaming systems, and digital assistants.

2. Rules & Expectations

The use of personal electronic devices is entirely prohibited during school hours, including classroom time, passing periods, lunch, recess, and while riding the school bus.

- **Storage:** Personal devices must be completely powered down and stored inside the student's backpack or in a classroom community secure storage. Backpacks must remain in assigned lockers or cubbies throughout the day.
- **Before & After School:** Students may use their personal devices before the first morning bell and after dismissal if a walker or parent pickup. If they ride the bus, the personal device must remain in their backpack while riding the bus. The bus is considered school property.
- **Contacting Your Child:** Parents who need to communicate urgent information during the school day should call the school's main office line, 317-226-4239, directly rather than contacting the student's device.

3. School-Issued Technology Privileges

Every student will be equipped for their academic needs with a school-provided device (iPad or Chromebook) and a matching charger.

- Using school-issued technology is a privilege that requires responsible, ethical digital citizenship.
- All digital coursework and teacher-directed tech assignments must be conducted *exclusively* on these school-supplied devices.
- Privileges may be revoked if a student violates the Acceptable Use Policy or the Student Code of Conduct.

4. Enforcement & Consequences

If a student is found with a personal device on their person during the instructional day, staff will confiscate it and secure it in the main office under the following progressive discipline structure:

- 1st Offense: The device is confiscated and secured. The student may pick it up at the end of the school day.
- 2nd Offense: The device is confiscated and secured. A parent or guardian must come to the school to pick it up.
- 3rd Offense: A parent or guardian must pick up the device, and the student loses the privilege of bringing that personal device back to campus for the remainder of the term.
- Continued Violations: Subject to formal disciplinary action under the Student Code of Conduct.

Note: If a student refuses to surrender a device to a staff member upon request, an administrator will be called immediately to handle the situation as insubordination.

5. Permitted Legal Exceptions

A student may possess or use a personal wireless device during the school day *only* under the following legally protected circumstances:

- (a) The use is explicitly documented in the student's Individualized Education Program (IEP).
- (b) The use is required by a Section 504 Plan under the Rehabilitation Act of 1973.
- (c) It is medically necessary for managing a documented health condition, backed by a licensed health-care provider's official order.
- (d) It is required for language translation to assist a multilingual learner (though school-managed tools will always be prioritized first).
- (e) It is explicitly authorized by the superintendent (or designee) during a school emergency.

6. Disclaimer of District Responsibility

In accordance with Indiana Senate Bill 78, IPS and its personnel are immune from civil liability for actions taken in good faith to enforce this policy. While staff will exercise reasonable care when securing confiscated items, the district assumes no financial or legal responsibility for the loss, theft, or damage of any personal electronic device brought onto school property, school transport, or to school-sponsored events (such as field trips). The school is not responsible for any loss or damage to items brought to school with or without permission.

10. Headphones

- Heavy-duty headphones with a built-in microphone will be provided for every student in our school at the beginning of the year.
- If a student damages the headphone from improper use, a lesser quality headphone will be provided.
- If a student damages the replacement headphone, it will be the responsibility of the parent to purchase a pair of headphones of his/her choice to be left at school for daily use.
- Please encourage your child to take care of the headphones provided to avoid any inconvenience or cost to you.

11. Birthdays and Celebrations:

Parents are welcome to bring in-class treats for their child's birthday, but must adhere to the following to honor the instructional time at our school:

- Notify the teacher at least 3 days in advance. Please coordinate the treat with the teacher to ensure that all students will be safe and ensure allergies and food restriction for students is honored.
- Arrive by 3:30 pm
- Sign in with front office staff, leave photo ID and obtain a visitor's pass
- Sign out in front office by 3:45 pm
- Treat must be purchased from a store or restaurant or wrapped in individual packages. No made at home treats are allowed.

12. Field Trips:

Field Trips are a necessary part of the education of students. A parent consent form is required for every child. Be sure to send back the field trip consent form at the beginning of the school year. This consent will serve as permission for all field trips throughout the academic year. Teachers will communicate with parents before an upcoming trip. **Telephone calls giving permission will not be an accepted form of approval for any field trip.** In rare circumstances, a child's misbehavior in school may prohibit their attendance on field trips. Teachers and administrators may use their discretion.

13. Lost and Found Items:

Lost items are placed in a basket in the school cafeteria. Students may check daily for lost items. Unclaimed items are donated to charity at winter break, spring break, and summer break. Families may want to consider clearly labeling the inside of coats, lunchboxes, and book bags for a speedy return to the owner.

14. Book Rental:

Book rental is due the first week of school and considered delinquent after September 26th. If you need assistance in paying the textbook rental, please make sure you complete the necessary assistance forms by the September deadline. Questions regarding the assistance application form may be directed to the office at 226-4239. Unpaid book rental fees are turned over to collections at the end of October. Textbooks, library books, and netbooks (high school only) are furnished to students on a loan basis. Parents/guardians must pay for lost or damaged items. Textbooks and library books are furnished to students on a loan basis. Parents/guardians must pay for lost or damaged items.

15. Pesticide Applications:

IPS has adopted a policy and a set of procedures for applying pesticides, when necessary, in a building and in a manner that minimizes the potential pesticide exposure to children. If you would like to be notified of the application schedule for all but minor uses of pesticides, please complete the **Pesticide Application** form located in the office and return to school.

VII. Cafeteria and Recess Information

Cafeteria: William McKinley is a Universal Feeding Site, which means that no student pays for their breakfast or lunch for the 2026-2027 school year. ***All parents/guardians must fill out the required textbook/lunch application and return it to school in order to participate in this program.*** If a student wishes to purchase an additional lunch, please contact the cafeteria.

Students are **not** allowed to bring soda or candy to school for lunch. If your child is not interested in eating a school lunch, please be sure to send your child with a balanced nutritional lunch. If a parent or guardian would like to spend lunch with their child, we ask for advanced notice for the teacher. There will be a table designated in the cafeteria for students to eat with their family. Please plan on eating at the table with your student.

Recess: Students in grades K-5 have a daily recess period. If a student needs to stay in at recess due to illness, a written note must be sent to the office. Students may not be kept inside for more than 3 days without a doctor's note on file. Students are expected to wear appropriate attire (e.g., hats, gloves, warm coats) so that they can enjoy the outdoors during recess, even in the winter. Recess is held inside if snow, ice, rain, or actual temperatures make it unsafe to be outdoors. Generally, we go outside if temperatures are above 32 degrees Fahrenheit. Recess contributes to the physical and social well-being of students. However, recess privileges can be limited if a student is playing unsafely at recess.

VIII. Academic and Social Achievement

- **Progress Reports and Report Cards:** Report Cards will be issued each quarter. Additionally, classroom teachers will send progress reports a minimum of once per quarter.
- **Conferences:** Conferences can be set up at any time with your child's teacher. However, there are 2 scheduled District-required Parent or Guardian/Teacher Conference Days when it is expected for a parent or guardian of

each student at William McKinley to attend and meet with the teacher to get an update on their student's progress. This occurs once in the fall and once in the spring.

- **Study Habits and Homework:**

- **Students in grades PreK-3rd** will be expected to read (or be read to for PreK-K) at least 20 minutes per night and complete a Reading Log.
- **Students in grades 4th-5th** will be expected to read at least 30 minutes per night and complete a Reading Log.
- Students will receive a gold token to purchase a book from the Book Vending machine each time they turn in a completed Reading Log.
- Teachers may assign extra practice in any of the subject areas to be completed at home. Students who turn in the completed extra practice will receive \$2 in Scholar Dollars.

Student Grading Scale:

Per IPS policy, course letter grades shall be assigned according to the table below for students in grades 1-5:

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

Kindergarten Grading Scale	
Grade	% Value
O	Outstanding
S	Satisfactory
I	Improving
NI	Needs Improvement
U	Unsatisfactory

- **Make-up Work:** In all cases of absence, students are expected to make up any assignments that are missed. Full credit will be given for make-up work for excused absences. The duration of time allowed for make-up work will be equal to the amount of time a student was absent. For example, if a student is absent for 2 days, that student will have 2 days after his or her return to make up work.
- **Special Services:** William McKinley offers support services for special education, English Language Learners, and general education students in need of additional support. We have an ESL teacher, Title I assistant, and 3 special education teachers to support these efforts. We take the learning of every child very seriously and strive to provide all the necessary accommodations and interventions. If your student is showing a lack of adequate academic or social progress after classroom intervention, the teacher may recommend them to our MTSS team, which is designed to review student data and develop and implement appropriate interventions to support their academic achievement.
- **Student Recognition/Honors Day Programs:** At the end of every grading period, students will be recognized for good citizenship, academic improvement, and achievement. Other awards, such as special area awards, may be given as well.
- **Retention:** William McKinley School #39 will follow the protocol outlined in Board Policy #5410 when deciding to retain or promote a student.

Honors Day Criteria

Honor Roll

Students must have a B average (3.0) or higher and no Ds or Fs in any academic areas. Special Area grades are NOT included in these requirements.

Principal's Award

Students with straight A's in all academic areas, who consistently go above and beyond expectations and personify a safe, responsible, and respectful Eagle scholar, qualify for this award.

Bringing Up Grades (B.U.G)

Students who improve in at least one academic area while maintaining grades from the previous grading period in all other academic areas qualify for this award.

Terrific Kids

Students can qualify as a Good Citizen (responsible, respectful, safe, and kind) or Most Improved (academically or behaviorally). One student is selected in each category from every homeroom at the end of each semester.

DoJo Master

The three students in each homeroom who have earned the most DoJo points during the nine-week grading period will be recognized as a DoJo Master.

IX. Student Behavior

1. School Wide Behavior Matrix

Wm Mc #39 School Culture Matrix		Restroom	Hallways	Playground	Cafeteria	Bus
Expectations	Be Respectful	-Wait your turn. - Respect others' privacy. -No talking.	-Hands kept to self. -Eyes forward. -Walking feet. -One square from wall and others.	-Obey all adult directions. -Use and share equipment fairly and appropriately. -Wait your turn.	-Use inside voice during talk time. -Only speak to those at your table. -Use manners while eating.	-Obey all adult directions. -Follow bus expectations. -No talking entering/exiting the building.
	Be Responsible	-Use 1 pump of soap and 3 pulls of the paper towel. -Pick up any trash even if it is not yours.	-Keep hands off walls and displays. -Go directly to destination. -Always have a hall pass when alone.	-Follow the whistle rules: 1 Freeze 2 Line Up 3 Silent -Gather all equipment and personal belongings.	-Check the floor for any trash. -Throw all trash from table away. -Put extra food in the middle of the table.	-Remain seated and out of the aisle at all times. -Keep all items in your backpack. -Keep hands and feet to self.
	Be safe	-Keep water and soap in the sink. -Be aware of wet floors. -Swallow water while at the fountain.	-Pay attention to what is happening in front of you. -Walk up and down stairs one step at a time while using the handrail.	-Use equipment as intended. -Keep hands and feet to self. -Be aware of your surroundings.	-Use utensils as intended. -Sit on seat and face center of the table. -Remain seated until dismissed.	-Enter and exit the bus calmly. -Remain in seat when bus is moving. -Talk only to seatmate.
	Be Kind	-Consider others' needs. -Wait patiently. -Use manners.	-Smile at others. -Assist anyone in need. -Use manners.	-Invite others to play or join a group. -Leave nature outside. -Use manners.	-Use table manners. -Include everyone in the quiet conversation. -Use manners.	-Assist anyone in need. -Invite someone to sit with you. -Use appropriate language.

2. School Wide Behavior Program - ClassDojo

Parent Partnership:

In an effort to keep parents apprised of student behavior and academic progress, the entire William McKinley staff will use ClassDojo. Points will be awarded to students who are complying with school-wide behavior and academic expectations. Teachers will also use ClassDojo to communicate happenings in their classrooms and upcoming school events. To receive notifications and updates, parents will need to download the app on a cell phone. Parents will need to check their child's progress at the end of each day.

Attendance Intervention and Communication (or KiNVO) will be used for parents to directly message school staff and for staff to directly message parents. Parents will be able to send and receive messages just like texts on their phones. Messages will be sent to the email or mobile phone number listed in PowerSchool for the primary custodial guardian identified. It is important to keep PowerSchool up to date with current addresses, email, and phone numbers to ensure clear and effective communication between families and school. Teachers will send a welcome text as part of the setup to ensure that you know the KiNVO number or how it will communicate with you, either email or text.

We encourage you to have your child share what they are learning. Monitoring your child's progress throughout the school year is one of the most important elements to your child's success at school. Not only should this be done through the monitoring of homework and discussing your child's school day with him/her, but you should develop a close line of communication with your child's teacher.

Communication between parents and teachers is very important. Sending a message via KiNVO to the teacher is often quicker. Phone calls during the school day will not be sent to the classroom. Teachers will return phone calls and emails within 24 business hours.

3. School-Wide PBIS Initiatives and Programs

PBIS: PBIS is short for Positive Behavior Intervention and Supports. PBIS is based on principles of applied behavior analysis, the prevention approach, and values of positive behavior support. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. It is a prevention-oriented way for school personnel to a) organize evidence-based practices, b) improve their implementation of those practices, and c) maximize academic and social behavior outcomes for all students.

Acts of Kindness: William McKinley has set a goal to document 1,000 acts of random kindness this school year! Staff, students, and community members will be able to give and receive recognition for these acts of kindness. The Acts of Kindness will be read on our daily announcements and tracked on the bulletin board in the main office. Acts of Kindness referral forms can be found in the downstairs and upstairs offices.

Golden Eagle: Each homeroom teacher will keep track of class compliments received. A classroom compliment tracker will be displayed in the cafeteria. Teachers will email the PBIS chairperson the number of compliments collected each week. At the end of each month, the class with the most compliments collected for that month will be given a trophy to display in their class for the next month. The trophy will be handed over to the new Golden Eagle classroom at the end of the month.

DoJo Master: Each week, the 3 students with the highest number of DoJo points in the school will have their name called during the morning announcements and receive a treat from the principal. Every grading period, the 3 students in each homeroom with the highest number of DoJo points will have their names called during the morning announcements and receive a treat from the principal.

Scholar Dollar: Students earn Scholar Dollars for being responsible. They earn dollars through their daily attendance, completing math and reading assignments in class, and for performance on CKLA, Eureka Squared, and NWEA assessments. At least once per quarter, students will have the opportunity to spend their Scholar Dollars at the Scholar Dollar store on items of their choice.

Brag Tags: Students earn Brag Tags for a variety of behavior and academic achievements based on specific criteria for each tag. The PBIS team will distribute tags that apply to all students (ex., first day of school, etc). Teachers will use their own discretion when determining criteria for individual students/accomplishments. Teachers are expected to routinely award brag tags.

4. Discipline Procedures

William McKinley will adhere to the IPS Student Code of Conduct (SCC) that can be accessed on our school website.

- **Level 1 and 2** behaviors are to be entered online as classroom issues. In accordance with the IPS SCC process, teachers are to make contact with parents/guardians for all discipline referrals that qualify as classroom issues.
- **Level 3** behaviors can be either classroom or conduct referrals depending on the severity of the behavior and whether or not it is chronic.
- **Level 4** behaviors are to be entered as conduct referrals. An administrator will respond to a conduct referral within 24 hours. The administrator reserves the right to be the only administrative authority to suspend students out of school. Parents will be contacted regarding the outcome of the referral.

Student Code of Conduct Levels of Response Defined

LEVEL 1: Classroom and Building-based Corrective Response

Appropriate for inappropriate behavior that is managed by the teacher in the classroom and usually does not warrant a discipline referral to the administrator.

LEVEL 2: Corrective Responses by Staff, Teacher or Administrator

Appropriate for inappropriate behavior that is managed by the teacher, with possible assistance and intervention from an administrator or school support staff. Collaboration with a problem-solving team, including parent/family, may occur.

LEVEL 3: Intensive Personalized Corrective Response

Appropriate for inappropriate behaviors that are chronic in nature, significantly interfere with others' safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. *May involve in-school or out-of-school suspension.

LEVEL 4: Corrective Responses for Serious Violations

Appropriate for inappropriate behavior that seriously affects the learning environment or the safety of the student and/or others in the school or is a legal violation. *May involve out-of-school suspension or possible expulsion.

In and Out of School Suspension Procedures

Only Administrators have the authority to assign in and out of school suspensions- NO EXCEPTIONS

- The IPS Code of Conduct will be followed to determine the appropriate consequence and duration for each conduct referral.
- The teacher will receive notice of the consequence assigned by the administrator once the online referral has been submitted.
- The teacher is responsible for providing a student who is suspended out of school (OSS) with any missing assignments and assessments upon his/her return to school.
- Placing a student in the Rebound Room for in-school suspension (ISS) requires administrative approval. A conduct referral for the incident that warrants an ISS consequence must be entered online by the end of the academic day.
- Teachers are responsible for providing work for students who are assigned to ISS. Teachers are asked to collaborate with the Behavior Adjustment Facilitator to ensure students make up any missed assignments as well as have foundational skills practice.
- ISS facilitator will keep a daily report of students in the Rebound Room and send the report at the end of each day to the administrators (report will include date, teacher, student, time in, time out, reason in ISS). Students will complete a reflection sheet when in the Rebound Room. Rebound room reflections will be submitted to Administration daily.

- Parents must be notified when their child has been in the ISS room (entire day or portion of the day). Teachers are asked to call for In School Suspensions.
- Parent conference, with administrator/teacher, must be held to reinstate students coming off an out of school suspension.

5. Bus Safety, Conduct, and Behavior

Purpose:

The safety of all William McKinley students is our foremost priority, and that starts each day with safe transportation to and from school. With this focus and commitment to student safety, riding the school bus is a privilege that may be suspended or removed because of actions that endanger the safety of the student or other students on the bus. We expect William McKinley students to meet our expectations on their way to and from school. Like every aspect at William McKinley, we believe that each moment in our school day is an important opportunity to educate our students on the character, values, and knowledge necessary to be the leaders of tomorrow.

Point System:

At William McKinley, we use a point system to monitor student bus behavior and set clear expectations on what is and is not acceptable to ensure safety for all students. Each William McKinley student starts each semester with 10 points. For each infraction of the student expectations outlined below, students lose points. If a student loses all 10 points before the end of the semester, the student will lose the privilege of riding the school bus for the remainder of the semester. In the event a student loses 6 points, a meeting with the student, parent, and assistant principal or principal will be held to discuss and review the student behaviors that are resulting in point reductions. Clear expectations for appropriate student behavior will be discussed, and the student, parent, and administrator will understand that if the student loses their remaining points, they will lose bus privileges for the remainder of the semester. Our point system and student expectations are designed to ensure that all William McKinley students are provided with a safe environment to and from school.

Student Expectations:

Students at William McKinley are held to high behavior expectations and are expected to be respectful, responsible, smart, safe, and kind students both in and out of school. These characteristics drive our student expectations while traveling on a school bus and are outlined as follows:

1. All William McKinley students will respect the bus driver and bus monitor at all times. They will do this by following the directions of the bus driver and bus monitor at all times to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
2. Once on the bus, William McKinley students will sit in their seats facing forward. At no point should students be out of their seats or moving about the bus to promote a safe environment. Failure to adhere to this expectation will result in a loss of 2 points.
3. William McKinley students will use appropriate volume levels and language on the bus at all times. At no point should loud or profane language be used on the bus to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
4. William McKinley students will keep their entire bodies inside the bus at all times to promote a safe environment. Failure to adhere to this expectation will result in a loss of 2 points.
5. William McKinley students will refrain from eating and drinking on the bus to promote a respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
6. Students will refrain from using any electronic devices, including cell phones, while on the bus to promote a safe and respectful environment and to adhere to the state law. Failure to adhere to this expectation will result in a loss of 2 points.
7. William McKinley students will remain silent when the bus is approaching a railroad crossing and instructed to be silent by the bus driver in order to promote a safe and respectful environment. Failure to adhere to this expectation will result in a loss of 2 points.
8. William McKinley students strive to leave a place better than they found it and will keep the bus clean and free of damage to promote a responsible environment. Failure to adhere to this expectation will result in a loss of 2 points.

- a. **Note: Any malicious or willful damage to any part of a school bus will result in an immediate withdrawal of transportation services for the student or students involved. In addition, the cost of repairing the damage must be satisfactorily settled with IPS transportation.**
9. William McKinley students will refrain from pushing, shoving, name-calling, or any other acts of bullying while on the bus in order to promote a safe, respectful, and kind environment. Failure to adhere to this expectation will result in a loss of 3 points.
10. William McKinley students will refrain from throwing any item out of the bus windows to promote a safe environment. Failure to adhere to this expectation will result in a loss of 4 points and a 2-5 day suspension from the bus at the discretion of the principal or assistant principal.
11. Students will refrain from using any illegal substances while on the bus to promote a safe and smart environment. Failure to adhere to this expectation will result in a loss of 4 points and a 3-5 day suspension from the bus at the discretion of the principal or assistant principal.
12. William McKinley students will refrain from fighting and physical altercations on the bus to promote a safe, respectful, and kind environment. Failure to adhere to this expectation will result in a loss of 4 points and a 3-5 day suspension from the bus at the discretion of the principal or assistant principal.

Notes:

- Students may travel with books, coats, school equipment, and band instruments as long as they can be secured in the student's seat and are not in the bus aisles.
- In case of an emergency, William McKinley students will remain in the bus unless otherwise instructed by the bus driver. Students will remain calm and follow all instructions given by the bus driver.

X. School Safety

1. Emergency and Crisis Planning (Fire Drill, Tornado Drill, Lockdown Drill)

Drills: To ensure students and staff are aware of what to do in an emergency, we will practice our responses to various scenarios throughout the year. By law, we must conduct a fire drill at least once a month. Tornado drills are conducted at least twice a year. An earthquake drill is conducted once a year. Lockdown procedures are practiced four times a year. Posted in each room is a card with information stating the nearest exit and route from the room to a safe location. Students must follow the rules during the practice of these emergencies. Please communicate the importance of this with your child.

2. **Emergency School Closing:** If school should be dismissed early due to a power, water, or weather emergency, the school should have the name, address, and phone number of an adult who would take full responsibility for the safety of your child. A notification message will be sent home via the telephone and/or email through our Messenger system as well as Class DoJo concerning the emergency closing.
3. **School Property:** Students are not allowed on IPS school property outside school hours unless accompanied by an IPS school staff member. This includes the building and grounds. Students on or causing property damage to the building are subject to criminal prosecution.
4. **Inclement Weather:** In the event of inclement weather, you will be notified via a district-wide Connect Ed phone call. This information will also be posted on the IPS website and on local news stations. Please be alert to school delays and closings.
5. **Bullying Policy:** Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Resolution No. 5517.01. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.
Students may not engage in bullying on school grounds, or while traveling to or from a school or at a school activity, function, or event. Furthermore, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, function, or event.

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

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.

District Policies

William McKinley will follow all district policies. The Superintendent's administrative guidelines are available on BoardDocs at <http://www.board.ips.k12.in.us/index.php?id=4233>.

IPS Health and Safety Plan: <https://myips.org/students-families/health-services/#hs>

STUDENT/PARENT RECEIPT OF THE WILLIAM MCKINLEY FAMILY HANDBOOK 2026-2027

We are requesting that you acknowledge that you have received a copy of William McKinley's Student & Family Handbook. It is found at <https://myips.org/williammckinley>. If you would like a printed copy, please call the office at 317.226.4239.

Please complete the form below and return it to your classroom teacher by August 24, 2026. Your cooperation is appreciated.

FOR THE STUDENT:

My signature verifies that I have reviewed the 2026-2027 William McKinley Family Handbook. I am aware that I am expected to read this booklet and will be held accountable for its content and any new additions. I am aware that I am to review it with my parent(s)/guardian(s). If I have any questions, I will discuss them with my classroom teacher and/or school administrator.

FOR THE PARENT/GUARDIAN:

Directions for return of this form:

- 1.) Student and Parent/Guardian review and discuss the handbook.
- 2.) Parent/Guardian signs handbook acknowledgement and reviews it with the student below to acknowledge that parent/guardian has reviewed and understands the handbook.
- 3.) **Students return this page to the classroom teacher by August 24, 2026.**

Note: New and transfer students registering after the start of the 2026-2027 school year must return this acknowledgement page within one week after receipt.

Printed Name of Student:

Signature of Student:

Printed Name of Parent/Guardian:

Signature of Parent/Guardian:

Date: _____

Grade: _____

Classroom Teacher:

Principal: *Melinda Blackmer*