



Student Handbook Clarence Farrington 61

4326 Patricia Street

Indianapolis, IN 46222

School: 317-226-4261

District Office: 317-226-4000

Transportation: 317-226-4000, ext. 3

Principal: Mitchell Simmons

Asst. Principal: Ramone Edmundson

2026-2027

Table of Contents

- I. Introduction
 - a. IPS Calendar
 - b. Teacher Roster
 - c. Universal Dress Code
- II. School Information
 - a. School Hours
- III. School Policies
 - a. Parent Concerns
 - b. Attendance Policy
 - a. PreK Attendance
 - b. After School/Sports Attendance
 - c. Field Trip Attendance
 - c. Excused Absences
 - d. Tardy Provisions
 - e. Student Transportation Changes
 - f. Bus Transportation
 - g. Car Riders/Walkers
 - h. Communication with Families
 - i. Release of Students During the School Day
 - j. Immunizations
 - k. Illness/Injury at School
 - l. Medication
 - m. Media Consent
 - n. Emergency School Closing
 - o. Visitors at CFE
 - p. Volunteering at CFE
 - q. Electronic Devices
 - r. Fidget Spinners/Fidget Devices/Slime
 - s. Birthdays/Celebrations
 - t. Book Rental/Instructional Fees
 - u. Pesticide Application
- IV. Cafeteria Information
- V. Student Achievement
 - a. Progress Reports and Report Cards
 - b. Assessment Reports
 - c. Conferences
 - d. Homework
 - e. Make-up Work
- VI. Student Behavior
 - a. Bus Safety
 - b. Bus Conduct
 - c. Bus Misbehavior
- VII. School Safety
 - a. Emergency and Crisis Planning (Fire Drill, Tornado Drill, Lockdown drill)
 - b. Playground Rules
 - c. Recess Release
 - d. Recess Clothing
 - e. Indoor REcess
 - f. Football Policy
 - g. Positive Discipline: PBIS and Restorative Justice
- VIII. IPS Anti-Discrimination Policy

MISSION: Clarence Farrington will create life-long learners in a growth-oriented and safe learning environment that engages and empowers our students, staff, families and communities.

VISION: Learners take ownership of SUCCESS!

Universal Dress Code:

Students should wear

- Top (shirts with sleeves that cover the midriff, blouse, sweater, sweatshirt, hoodies, etc.);
- Bottom (pants, shorts, skirt, dress, etc. must be free of tears or holes and should be fingertip length)
- Footwear (closed toe shoes only)

Students can wear

- Head coverings for religious purposes
- The exceptions are bonnets, durags, hats inside the building, wave caps, and similar items

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

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

Enforcement

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

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

- All students in grades K-2 are requested to have a change of clothing in their backpacks. PreK students should have a change of clothes to be kept in the classroom.

Spills & Accidents Protocol

- If spills/accidents occur during the school day, parents/guardians will be contacted to bring a change of clothing to school if no spare clothing is located in the backpack.
- *Limited* (gently used) clothing will be available for this purpose. Any loaned items should be laundered and returned to school within 5 days.

School Supplies & Other Resources

- Parents are responsible for providing basic school supplies and a backpack for their child.

II. School Information

School Hours

7:15 AM	Student arrival and breakfast served K-5
7:30 AM	Tardy bell rings K-5
1:30 PM	Main Office closes for Dismissal **Please pick up by 2:30 or call before 1:30 PM**
2:10 PM	K-5 Dismissal Begins to all locations

III. School Policies

1. **Parent Concerns:** We highly encourage you to speak to your child's teacher about any issue for first contact. If you continue to have a concern, please contact the school to speak to the Assistant Principal, Mr. Edmundson. Mr. Edmundson handles all disciplinary concerns. If your concern is not resolved please reach out directly to the Principal, Mr. Mitchell Simmons.

Classroom Teachers will touch base with Parents and Guardians EACH and EVERY TIME a student is absent. If a student reaches 7 absences, he or she will be referred to the attendance team for a conference.

2. **Attendance Policy:** Regular and punctual school attendance is vital to every student's school success.
 - **Chronic Absences (18+ days):** Missing just one day every two weeks can add up to 18 days in a year. Excused and unexcused absences represent lost time in the classroom and lost opportunities to learn. If a student misses 18+ days, a report will be made to the Indiana Child Abuse Hotline for failing to ensure that students receive a proper education.
 - **Warning (10-17 days):** Students who are absent an average of 15 days a year miss a year's worth of school before their senior year. When students miss a day of school it actually puts them two days behind their classmates. Once a student accumulates 10 days of unexcused absences, a family conference will be scheduled, in hopes of preventing further missed educational opportunities.
 - **Good Attendance (9 or fewer days):** Students with good attendance generally achieve higher grades and enjoy school more. Students make the most of their educational opportunities if they attend school every day and on time.
 - **What to Expect**
 - **2 Unexcused Absences:** Family will receive a call from the CFE 61 Attendance Team
 - **3 Unexcused Absences** Member of the CFE 61 Attendance Team will visit your home
 - **5 Unexcused Absences** Family is required to meet with the CFE 61 Attendance Team to create an Attendance Success Plan
 - **10 Unexcused Absences** District will send families certified letters regarding student absences

- o **15 Unexcused Absences** CFE 61 Attendance Team **WILL** report families to Child Protective Services

Students with good attendance perform better in school than those students who are frequently late and/or absent. Attendance at school is also a requirement under Indiana State Law (I.C. 20-8.1-3).

We do understand that there are occasions when a student must miss school for unavoidable reasons. When your child must miss school for any reason, we ask that you call the school by 10:00 a.m. EACH DAY that your child is not in school. Do not assume that we will know where your child is. Also, send a note the following day, stating the reason for the absence.

All calls about absences are logged in the main office and all notes are filed. Your calls and notes help us keep accurate records and will protect you in case of disputes about your child's attendance record.

After School/Sports Attendance

- If a student is absent from school or leaves early from school, they cannot attend any after school activities including sports, clubs, tutoring and school-wide events.
- Attending and Participating in Sporting Events depends on the Sports Behavioral Contract

Field Trip Attendance

- Field Trips are a necessary part of the education of the students.
- Children with repeated office referrals may not be allowed to attend any field trips per administration.
- NO child will be allowed to participate in any learning excursion unless the parent or guardian has granted **written** permission. PHONE CALLS FOR PERMISSION ON THE DAY OF THE TRIP WILL NOT BE ALLOWED without administrative approval.

Excused Absences:

- **Illness or emergency:** The student's parent is responsible for contacting the school EACH DAY a student is absent. In those cases where a student is absent for three or more consecutive days, or if there is doubt to the legitimacy of the excuse given by the parent/guardian, we may require a doctor's statement as a condition to classify the absence as excused.
- **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. Absences for routine medical appointments will be excused for only 1/2 day, as our expectation is that if students are not sick, they need to be in school the remainder of the school day.
- **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.
- Other reasons for excused absences may be found in the IPS Policies and Procedures on myips.org under Board Reports/Policies.

4. Tardy Provisions: All students are expected to arrive each day on time. Students must arrive early enough to be in their classrooms by 7:30 AM when the tardy bell rings and instruction begins. Students who eat breakfast at school should arrive at 7:15 AM to allow time to eat and get to the classroom on time. If students arrive after 7:30 AM, they must be escorted in by an adult who can check them in at school. Breakfast closes at 8:00 AM. Each instance of tardiness will be recorded in the student's record.

5. Student Transportation Changes: All changes in your student's transportation arrangements must be made in writing/Text Message and given to the student's teacher in the morning. Otherwise, your student must follow the regular transportation routine. In case of an emergency, please call the Main Office at 317-226-4261, no later than 1:30 PM to allow adequate time for the delivery of your message. Please be

advised that at 1:30 PM our main office doors are locked to prepare for dismissal. Early pickups need to be completed before 1:30 PM. Early pickup is documented in the students record as well.

6. **Bus Transportation:** Safe transportation is an integral part of the total education of each child. Riding the school bus is a privilege that may be removed for inappropriate behavior. Students are to ride the bus to which they are assigned. Any request to ride a different bus or to be picked up or let off at a different location must be submitted to your child's teacher in writing by the parent or guardian. Students riding the bus or waiting at the bus stop are expected to comply with the school's rules, and parents are expected to assist with the enforcement of these rules. Failure to comply will result in student bus suspension. Transportation questions may be directed to 317-226-4000 ext. 3.
7. **Car Riders/Walkers:** All Kindergarten through 5th grade car riders must be dropped off and picked up in the designated car rider location behind the school. At the end of the school day, staff will escort all Walker students out of the building when Walker Dismissal is called. **No child should cross the street in front of the building alone and should only cross the street at the crosswalk or corner.**
8. **Communication with Families:** Families will receive reminders, notices, and any emergency messages via telephone through the IPS Connect-Ed system. In addition, we send home a weekly Newsletter through email and post to our Website. We also send out reminders via text message, Facebook and Instagram. Please realize that Connect-ed calls during school hours are rare and indicate an emergency. It is most important to keep your general and emergency phone numbers up to date. Please send a note to your child's teacher if any contact information needs to be updated.
9. **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. **Parent/guardian/designee must have their name on file in the office, present a valid driver's license or other valid picture ID, and sign out the student.** No request to allow a child to wait outside to be picked up will be granted.
10. **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 clinic. 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.**
11. **Illness or Injury at School:** When a student becomes ill at school, we will send them to the Shalom Nurse Practitioner if they have consent to do so. If not, they will be sent to the office 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. Without updated parent contact information, the Principal is responsible for medical decisions in an emergency.**
12. **Medication:** We are fortunate to have the Shalom Healthcare Clinic at Clarence Farrington. **All students must have a consent on file with the Shalom Healthcare Clinic in order to be seen by the Nurse Practitioner. Consent forms can be found in the main office.** Clinic Phone: 317-226-4194
13. **Media Consent:** Throughout the year, we have many exciting activities and events where we take photos/videos of our students! If you would not like your child to be included in photos that may be used online or in print, please notify the Main Office.
14. **Emergency School Closing:** In the event that 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 internet through our Connect-Ed system concerning the emergency closing. We will also send messages through text, Facebook and Instagram.

15. **Visitors at CFE:** Family members are important members of our school community and are always welcome! Clarence Farrington welcomes family volunteerism, assistance in the classroom, and observation of your child in the instructional setting. In order 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. You will be required to sign in and wear a Visitor sticker.**

If you need to speak with a teacher regarding your student's progress, homework, behavior, etc, please call to make an appointment or. **The teacher will not be able to hold conversations/conferences during instructional time.**

16. **Volunteering at Clarence Farrington:** Clarence Farrington welcomes volunteers! IPS policy dictates that any adult working with students, during school time or after school or on a field trip/excursion, must have an **Application to Provide Volunteer Services Form** on file, which can be accessed at [IPS Volunteer Page](#).. All volunteer applicants will be required to submit to an online National Criminal History check. These policies are in place to guarantee the safety of your children.

17. **Electronic Devices:** Per district policy, we do not allow students to have cell phones, ipods, tablets, or any personal mobile communication devices while at school. If these devices are on campus they will be confiscated, and a parent/guardian will need to pick the device up from the school. If the student refuses to hand over the device to school staff they will be assigned to In School Suspension. **If you need to get a message to your child, please call the main office at 317-226-4261 or message your child's teacher. ([IPS Policy 5136](#))**

18. **Birthdays and Celebrations:** Store bought snack items can be brought during the afternoon (after the grade level's lunch period) and consumed in class during afternoon instruction. Please talk to the classroom teacher about possible student allergies. Birthday parties are not permitted. CFE will not accept flowers, balloons, or gift deliveries of any kind for students. (This policy may be altered by administration based on medical/community restrictions).

19. **Book Rental/Instructional Fees:** Book rental/Instructional Fees are due the first week of school and considered delinquent after September 22nd. 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 317-226-4261. 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.

20. **Pesticide Applications:** IPS has adopted a policy and 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.

IV. Cafeteria Information:

Clarence Farrington will be a Universal Feeding Site, which means that no student will be paying for their breakfast or lunch for the 2025-2026 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 at 317-226-4992. Students can also choose to bring a complete lunch from home. Students who bring a lunch are encouraged to go through the lunch line to access milk and fresh vegetables/fruit at no cost.

Students are not allowed to bring soda pop, chips/other snacks, or candy to accompany their school tray lunch unless it is part of a packed lunch.

V. Student Achievement

1. **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.
2. **Assessment Reports:** Following district assessments, parent reports will be sent home.
3. **Parent/Guardian Conferences:** Please set up a time to speak with your child's teacher at any time.
4. **Parents in Touch Days (PIT):** The 1st PIT Day is offered in September/October and we encourage all parents/guardians to meet with their teacher. The 2nd PIT Day is offered in February/March. All parents are welcome at this 2nd meeting.
5. **Make-up Work:** In all cases of absence, students are expected to make up any assignments that are missed. The duration of time allowed for make-up work will be equal to the amount of time a student was absent. For example, if a student is absent 2 days, that student will have 2 days after his or her return to make up work.

VI. Student Behavior

1. **Bus Safety:** Bus transportation to and from school is a privilege and could be taken away if students display inappropriate behavior. We at Clarence Farrington strive to keep our students safe, including the bus stop and on the bus. It is helpful that we work together to ensure this safety by reporting to the school any activity by students, adults, or IPS personnel that is questionable or unsafe for any person involved at the bus stop or on the bus. Administration and district transportation will work together to investigate any issue brought to our attention that goes against policy or is a threat to the safety of our students. Please ensure that your student rides the assigned bus, and waits at the assigned bus stop while complying with all school and bus rules. Failure to do so will result in bus suspension.
2. **Bus Misbehavior:** When a student misbehaves, a parent will be contacted in the form of a letter and/or phone call. Please view how consequences will be issued based on the offense in question:

VII. School Safety

1. **Emergency and Crisis Planning (Fire Drill, Tornado Drill, Earthquake, and Lockdown Drill):** We conduct drills for fire, tornado, earthquake and lockdown procedures in our building based on a district schedule.. This is done to ensure our students understand how to follow the procedures of keeping themselves safe in case of an emergency.
2. **Playground Rules:** Students are expected to follow all directions of any teacher or staff member keeping the students safe outside while playing. Students can only be in assigned areas identified by the staff members assisting the class. With this important note, students in grades PreK-6 have a daily recess period. We promote healthy exercise for our students, and recess is an opportunity for your student to practice character education by making and playing in an orderly and age appropriate manner with friends while becoming healthier by playing safely. However, recess privileges can be limited if a student is playing unsafely at recess.
3. **Recess Release:** If a student needs to stay in at recess due to illness, a written note must be sent to the office/student's teacher. Students may not be kept inside for more than 3 days without a doctor's note on file.
4. **Recess Clothing:** Students are expected to wear appropriate attire (i.e. hats, gloves, warm coats), so that they can enjoy the outdoors at recess, even in winter. Students will not be allowed to take recess or outdoor PE if they are not dressed for the current weather.

5. **Indoor Recess:** Recess is held inside if snow, ice, wind chill, rain, or actual temperatures make it unsafe to be outdoors. We go outside unless the temperature is below 34 degrees Fahrenheit, or it is actively precipitating.
6. **Positive Behavior Intervention and Supports:** There are a variety of ways we incorporate recognition of positive behavior school wide and in individual classes at Clarence Farrington through our PBIS system. Please see the PBIS Matrix on the last page. In addition, we rely on Restorative Justice for a method of keeping our students in class and at school as much as possible. Restorative Justice is an effort to repair harm in confrontational situations among students and staff. It also includes giving age-appropriate consequences while maintaining student attendance.

VIII. IPS Anti-Discrimination Policy

- 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.