

Lew Wallace School 107

2026-2027 Student/Parent Handbook



Lew Wallace School 107

3307 Ashway Dr.
Indianapolis, IN 46224
317-226-4107 Office
317-226-3733 Fax
www.myips.org/lewwallace107

Principal - Mr. Arthur Hinton
Assistant Principal - Ms. Laura Commins

Important Numbers:

IPS Transportation.....317-226-4093
IPS Service Center.....317-226-4000
IPS Police Department.....317-226-4633

August 2026

Dear Lew Wallace Elementary Students and Parents,

Welcome to the 2026 - 2027 school year! It is my hope that all families enjoyed summer break and that every Mustang is ready to show "P.R.I.D.E.". Our school-wide theme for the year will be: "**P**erseverance, **R**espect, **I**ntegrity, **D**iscipline, **E**mpathy" (P.R.I.D.E.values).

The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school and contains essential information. Please read the handbook carefully, and keep it in a safe place for future reference.

Lew Wallace Elementary is full of tremendously talented students and exceptionally dedicated faculty and staff. Each year we look forward to joining parents and guardians in creating and maintaining an all-inclusive school environment where students will grow through continued support across school and home environments. Our mission is to provide a safe learning environment where students are educated, encouraged, and empowered to be positive contributors to our global society. We understand that this task will be fulfilled through collaboration with families and the school community.

In order to promote student success and maximize instructional time we must all be committed to understanding that everything we do is about teaching and learning. Our classrooms are learning environments focused on rigorous instruction. Building procedures will continue to be tight which improves school safety, promotes student engagement, and increases learning. Inappropriate behavior is not acceptable in the school, on school grounds, or on the school bus. Students must enter and exit the building each day with an understanding of their responsibilities as learners.

Please be sure that your child arrives at school each day on time, dressed for success in compliance with the district dress code policy, and prepared with all materials and tools needed for learning.

Our staff is ready to provide a space where every child is known, seen, loved, and learning.

We look forward to another great year together!

Respectfully,

Mr. Hinton

Mr. Hinton
Principal

TABLE OF CONTENTS

- I. School Information
 - a. Mission Statement
 - b. Vision Statement
 - c. School Motto

- II. School Policies
 - a. School Day and Attendance
 - b. Tardy, Arrival and Dismissal, Check Out
 - c. Address and Phone Changes
 - d. Child Custody
 - e. Student Records
 - f. Student Illness
 - g. Medication
 - h. Inclement Weather
 - i. Visitors
 - j. Volunteers and Classroom Visitation
 - k. Dress Code
 - l. Personal Property
 - m. Parties and Birthdays Celebrations
 - n. Title IX
 - o. Field Trips
 - p. Lost and Found Items

- III. Cafeteria Information
 - a. Prices
 - b. Lunch Visitation

- IV. Academic and Social Achievement
 - a. Interim Reports and Report Cards
 - b. Conferences
 - c. Honor Roll
 - d. Study Habits and Homework
 - e. Special Services

- V. Student Behavior
 - a. Bus Safety
 - b. Bus Conduct
 - c. Bus Misbehavior
 - d. Bullying Policy

- VI. School Safety
 - a. Emergency and Crisis Planning (Fire Drill, Tornado Drill, Lockdown drill)
 - b. Playground Rules
 - c. School Property
 - d. Inclement Weather Plan
 - e. PBIS Policies

I. SCHOOL INFORMATION

OUR MISSION

Educate/Encourage/Empower

OUR VISION

All students will be at or above grade level by the end of their current school year

OUR BELIEFS

At Lew Wallace Elementary School, we believe that all children can and will learn.

Students will grow as:

Readers

Writers

Thinkers

Advocates

Supporters of the Community

SCHOOL OVERVIEW

At Lew Wallace Elementary School #107, our kindergarten through fifth grade curriculum is student-centered and research-based. A wide variety of teaching strategies and learning methods are used to support student achievement. Our learning environments are designed to prepare our students to be positive contributors to our global society.

Lew Wallace Elementary School #107 is an exploratory school that offers Title I, ENL, and SPED support, amongst others. We offer free breakfast and lunch for all students and have additional academic support that foster a strong bond between the school and community.

SCHOOL MOTTO, COLORS & MASCOT

Focus on the Good

Royal Blue and Gold

MUSTANGS

SCHOOL CONTACT

Lew Wallace Elementary School #107

3307 Ashway Dr.

Indianapolis, IN 46224

(317) 226-4107 Phone

(317) 226-3373 Fax

www.myips.org/lewwallace107

Arthur Hinton - Principal

Laura Commins - Assistant Principal

School Social Worker - Chesney Edmonds

School Counselor - Abigail Baird

Esther Perez - Bilingual Administrative Associate

Cynthia Middlebrook - Administrative Associate

SOCIAL MEDIA

Facebook: www.facebook.com/IPSWallace107

Twitter: @IPSWallace107

Instagram: @IPSWallace107

Web: www.myIPS.org

YouTube: www.youtube.com/user/ipsschoolspr

DISTRICT CALENDAR

SY2026-27 STUDENT & STAFF 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
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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
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							30	31												
OCTOBER							NOVEMBER							DECEMBER						
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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						
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31																				
APRIL							MAY							JUNE						
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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												

Days of Student Attendance
First & Last Day of Semester for Students
School-Based Professional Development Days
All instructional personnel report. Students DO NOT attend.
District Professional Development Days
All instructional personnel report. Students DO NOT attend.
District Professional Development Days / Asynchronous Student Virtual Learning
All instructional personnel report. Asynchronous learning day for students.
New Teacher Induction
Teacher Work Day
Teachers prepare for learning days. School staff meetings. Students DO NOT attend.
Parents in Touch Days / Asynchronous Student Virtual Learning
Parent conferences with teachers. Asynchronous learning day for students.
Records and Close-Out
School personnel report. Students DO NOT attend.
Holidays
Holiday; day off; pay distributed according to employee group contract.
Breaks



V. SCHOOL POLICIES

DAILY SCHEDULE

- 7:00 AM - Teachers Report/Office Opens
- 7:10 AM - Students Enter Building/Breakfast Served
- 7:35 AM - Instruction Begins, Tardy Bell Rings
- 2:10 PM – Walkers and Car Riders Dismissed
- 2:15 PM - Bus Riders Dismissed
- 2:30 PM – Teachers Depart
- 3:30 PM – Office Closes

ATTENDANCE

Attending school every day is an important part of your child's education. A child learns best by consistent reinforcement to the material being taught. Not attending school is correlated with lower grades and greater struggles, including an increased likelihood to drop out of school. Helping your child attend school every day is an essential way parents can support their child in doing his or her best.

Excused absences include: illness with a note or call from parent, illness with a note from the doctor, death in the immediate family with a note from parent, and absences approved by the principal. We appreciate it if you provide an advanced notice to a planned absence. In the event the absence is unplanned, please communicate with the school administrative assistant and your child's classroom teacher as soon as possible.

Call the school at 317-226-4107 ANY TIME your child is absent for ANY REASON. Follow up with a written note sent to the main office. Call the attendance officer with any questions regarding absences or the district policy.

Lew Wallace Elementary School has adopted the IPS attendance policy in its entirety:

- Students are currently allowed to make up all work when suspended.
- Full credit for make-up work completed shall be allowed for all absences in grades K - 5 with the following exceptions:
 - a. Students on in-school suspension will be required to do make-up work.
 - b. Students who are suspended from school will be required to do the make-up work.
- The parent of any student who incurs 6 unexcused absences within a semester shall be required, along with the student, to attend a conference with the social worker. A plan for improved attendance must be developed at this conference.

Please call in all absences for your child by 8:00 am.

MORNING ARRIVAL

Please DO NOT drop off your student and leave him/her unsupervised before school doors open at 7:10 a.m. It is a safety hazard. There is no one to supervise your child prior to the official school opening time.

DISMISSAL PROCEDURES: Please remember, these procedures are put in place for a safe dismissal for all students.

- Afternoon announcements will begin at 2:00 p.m.
- Car riders will be dismissed after announcements. Walkers will be dismissed at 2:10 p.m. and exit Door 1. Car riders will exit through the Gym Door. Bus rider dismissal will begin at 2:15 p.m. exiting through Door Two. **Please do not enter the car rider line to pick up walkers. Please do not park your car on Ashway Drive or 34th Street and have your student walk to your car. Please do not turn LEFT off of Ashway Dr. onto 34th St. during arrival and dismissal (7:10 a.m. to 7:35 a.m. and 2:00 p.m. to 2:30 p.m.)** If you are using a vehicle to pick up your student, you must follow the car rider pick up instructions. This ensures a smooth and safe transition for all of our students with getting home.
- Walkers will be escorted Ashway Drive to 34th Street. Walkers that are not escorted by their parents must follow and use designated crossways (not the one at 34th and Ashway Drive). We highly recommend that parents model the same safety procedures when crossing 34th Street at the designated and safer intersection at 34th St. and High School Rd.
- **Parents of car riders-please stay in your car.** Students are brought to your car by our staff. Please place your child's nameplate in the front windshield of your car. Wait for the vehicle in front of you to leave the curb unless you are instructed by staff. Your cooperation with our plan will ensure the safety and security of all our students. Remember students and their safety come first!

EARLY DISMISSALS

To pick up your child for appointments during the school day, you must write a note to the classroom teacher, stating the date and time. Parents must come to the office to pick up their children. Dismissal will only be from the school office. For the safety of your student we do not allow you to call in changes to dismissal. **If you have a change in the way your student is leaving school, you will need to send a note or come into the school by 1:00 p.m. WE CANNOT VERIFY PHONE CHANGES.** Please avoid picking up your student early unless there is an emergency. Instruction in our classrooms continues until dismissal.

BUS TRANSPORTATION

Transportation letters will be mailed to your home with the following information: bus number, bus stop, time of pick up, and time of drop off. Buses are assigned based on seats for the number of regular riders. If you have any questions concerning the bus stops, please call the IPS Service Center at 317-226-4000.

Bus unloading and entrance into the building will take place at our main entrance. During the afternoon dismissal, bus riders will leave through main entrance doors. Bus riders are dismissed at 2:15 p.m.

Please check the schedule to see what time your child's bus begins its route and where your child's stop is on the route. Children are to be waiting for the bus to arrive at the bus stop 10 minutes before their scheduled pick-up time. Buses will only stop at authorized stops. **CAUTION your child against running out to catch the bus after it leaves.** No horseplay or chasing is allowed at the bus stop. Children must stay out of the street and wait back from the curb for their safety.

WALKERS/CAR RIDERS:

Walkers should enter the building using Door 2. Please remind your children to use the crosswalks and exercise safe behavior when they are walking to and from school. **Please use the crosswalks at High School Road and 34th St. if you need to cross the street.** Walkers are dismissed from Door 1.

Car riders should be dropped off and picked up in the parking lot near the gym door. Car riders are dismissed at 2:10 p.m. Our staff have an excellent process to ensure the safety of all students. Please be patient and follow their directions.

STUDENT DISMISSAL AT OTHER THAN REGULAR HOURS/THIRD-PARTY PICKUP

If you intend for someone other than yourself to pick up your child, please send a signed note to school. **Such notes must be received in our office by 1:00 p.m.** Under no circumstances will a child be released to someone other than the legal guardian or his/her designee (by signed statement of legal guardian). Please be advised, however, that if your child is a regular bus rider, and he/she has not been picked up by you by the time buses are ready to pull off, your child will be placed on the bus to go home.

**NO STUDENTS MAY LEAVE THE BUILDING WITHOUT THE PERMISSION OF THE PRINCIPAL.
NO BUS RIDERS WILL BE PERMITTED TO WALK HOME FOR ANY REASON.**

ADDRESS AND PHONE CHANGES

If a parent moves after the start of the school year, a parent may request that the student remain in the school in the attendance boundary in which the parent previously had resided for the remainder of that school year. **Under this provision, transportation to and from school shall be the parent's/guardian's responsibility.** We ask that you visit the school office to provide updated proof of address if you should move during the school year.

If your contact information should change, please call the school office and provide the administrative assistant with a current phone number in which you can be reached. All new numbers must be entered in our online system to provide a successful home/school connection.

CHILD CUSTODY

“Parent” as defined in the Indianapolis Public School 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 a court of law decrees otherwise.

STUDENT RECORDS

- A. Right of Access: A parent of a student or an eligible student has the right to inspect and review such student’s education records maintained by IPS. A parent, or either parent, shall be presumed to have authority to inspect and review the student’s records unless IPS has been provided with written notice that there is a court order that restricts or terminates the parent’s authority to access the student’s records under applicable State statutes governing matters such as divorce, separation, and legal custody.
- B. Manner of Exercising Such Rights: Such rights shall be exercised by presenting a written request to the office of the Superintendent or the principal of the school which the student attends. The request shall specify the specific records which the parent or eligible student wishes to examine. In the event that the exact records as described in the request cannot be identified, the appropriate school official will immediately contact the parent or eligible student by letter or otherwise, to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the appropriate school official and the parent or eligible student but, in no event shall be more than forty-five (45) days after receipt of the written request. A school official shall be present during any such inspection to assist in the interpretation of the records where they reasonably require any professional interpretation. The parent(s) must submit sufficient proof of his/her identity to the school official before inspection of a student’s records shall be permitted.

STUDENT ILLNESS

If your child should become ill or involved in an accident while at school, our nurse is here to assess the situation. If a child is sent to the clinic for an accident or illness and is unable to return to class, parents will be called and arrangements will be made for transportation home. If your child has a temperature greater than 99.9 degrees, signs of diarrhea, or other communicable disease, then he/she will be sent home. Students may not remain in the clinic for extended periods of time. Please do not send your child to school if you believe that he/she may be sick. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the school must be

reported promptly and in writing to the Corporation business office. Injured persons shall be referred to the appropriate personnel for such medical attention as may be needed.

MEDICATION

Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child's physician accompanied by the written authorization of the parent. See school nurse for medication forms that must be signed by the parent prior to the school nurse being allowed to administer any medicine to your child. **If this form is not on file for the child, we are not permitted to administer the medication.** This document shall be kept on file and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name, and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

INCLEMENT WEATHER

Since weather conditions can play a part in school safety, it is important that parents/guardians have access to up-to-date weather conditions. In the event of severe/inclement weather conditions, stay tuned to local radio and television stations as well as to Indianapolis Public Schools' social media on Facebook, Instagram and Twitter. IPS Transportation can be followed on Twitter @IPSBuses for real-time information concerning late buses. Please be sure to use these media outlets for up-to-date information on closings, delays, and bus information.

Students will continue to have outdoor recess during the winter months unless it is exceptionally cold or wet. Students should come to school dressed for the weather, which often varies considerably within the school day (e.g., cold in the morning and warm in the afternoon, dry in the morning and raining in the afternoon, etc.).

VISITORS

Cooperation between the school and parents enhances education. We hope that you will take the opportunity to visit our school during the school year. For the safety of our children, visitors **must** stop at the office before going to classrooms or touring the building. **Visitors must sign the visitors' register in the school office BEFORE going to the classroom and sign out after visiting the classroom/building.**

After student arrival, all doors are locked. Access to the building may be gained by ringing the bell for entrance at the **front doors only** and showing picture ID. This is a necessary precaution to protect students from intruders. Remember a visit is not a time for a conversation about your child as this interrupts instruction. Please arrange a conference for this purpose.

VOLUNTEERS & CLASSROOM VISITATION

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the Indianapolis Public Schools and its students make a significant contribution to student success. The Indianapolis Public Schools encourage the constructive participation of groups and individuals in our schools to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Whenever possible, community volunteers should be recruited

from the neighborhood served by the school and the families of the children within the school itself.

In every case, all potential volunteers must complete an Online Volunteer Application, which may be obtained by going into the Indianapolis Public Schools website.

****Volunteers must complete the Online Volunteer Application each school year.***

Human Resources will obtain the criminal history background check for potential volunteers (except underage applicants). Upon the review of the criminal history, a decision will be made to approve or deny the volunteer for participation. A notification will be sent to the schools for which you are looking to volunteer.

If you would like to visit a classroom during the school day, an appointment is required. To schedule an appointment, please contact your child's teacher at least 24 hours prior to the visit. Also, please keep in mind that it will not always be possible to have a parent visit a classroom if the class is involved in testing situations or an instructional environment that would be disrupted by a guest/visitor.

DRESS CODE

All students in K – 5th grade attending Lew Wallace Elementary are required to wear school appropriate clothes. Appropriate choices of clothing include:

Students must wear:

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

Students can wear:

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

Restrictions

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

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

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

For complete details about the IPS Student Dress Code, please visit:

<https://www.myips.org/student-family-references/uniform-policy-universal-dress-code>

PERSONAL PROPERTY

Students should bring only school-related materials from home (no toys, pop-its, etc.). Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports, and projects.

Student possession of telephones are prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Students may not use cell phones or other electronic communication devices (ECDs) (e.g. iPods, hand held video games, cameras, laser pointers, various types of remote controls etc.) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day. In addition, students are not permitted to use cellular telephones or ECDs to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event.

Finally, students may not use cell phones, tablets, or electronic devices on school property or at school-sponsored events to access and/or view Internet websites that are otherwise blocked to students at school.

Should these items be heard, found or seen being used in any manner unauthorized by a teacher, they will be confiscated and sent to the office to await parent pick-up. **At no time will the school assume responsibility for preventing theft, loss, damage, or vandalism to cell phones, ECDs, or other personal property/items brought onto the school property. DURING BUS TRANSPORTATION, THIS POLICY APPLIES TO CELL PHONES, ECDs, AND LASER POINTERS.**

Skateboards and skates may not be used/worn on school property. This includes shoes with wheels/"Heelies".

Our objective at Low Wallace is to cultivate an environment of respect and academic excellence. Your help in ensuring students are prepared to engage in the learning process by not bringing the above-items to school and adhering to the school's dress code is greatly appreciated.

PARTIES AND BIRTHDAY CELEBRATIONS

Parties and birthday celebrations are allowed to take place after 1:30 p.m. If you would like your child to celebrate his/her birthday at school, the teacher must be notified a minimum of 24 hours ahead of time. Only store bought pre-packaged items can be distributed to students during class parties and birthday celebrations. Items bought from home will not be served (e.g., homemade cookies, cake, brownies, etc.).

FIELD TRIPS

Field trips are an integral part of a child's educational growth. Students have an opportunity to learn through a variety of experiences in the Indianapolis area.

- Students must have signed permission slips for all field trips. No phone permissions will be accepted. To avoid your child missing an opportunity to be part of an excursion, please be sure to sign and return the permission slip on time.

LOST AND FOUND ITEMS

Please label personal articles with student's names. If an item is lost, check the school's Lost and Found container.

VI. CAFETERIA INFORMATION

PRICES

All students are eligible for free breakfast and lunch. If your child chooses to bring lunch, but would like milk, he/she is welcome to do so.

LUNCH VISITATION

Visitors are welcome for lunch at any time. Visitors will be required to follow the visitor policy and sign in at the main office. Visitors will be seated at a designated visitor lunch table with their student. Visitors are unable to eat with the children during lunch time.

VII. ACADEMIC AND SOCIAL ACHIEVEMENT

INTERIM REPORTS AND REPORT CARDS

You will receive formal updates on your student's progress towards his/her grade level standards every four-and-a-half weeks through report cards and interim reports. The schedule for receiving progress reports is below:

Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. He/She will have homework on a

regular basis that you should monitor. **We encourage you to review the homework with your child and review assignments that have been graded on a regular basis.** All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students.

Students who receive a D or F in Math or Reading face possible retention.

The IPS grading scale is:

Grading Scale for Grades 1-6:

Letter Grade	Percent Range
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Kindergarten students will be assigned progress levels towards mastery of the Indiana College and Career Ready Standards. The scale is listed below:

Progress Level	Definition
O	Outstanding Progress
S	Satisfactory Progress
I	Improving Progress
U	Unsatisfactory Progress

CONFERENCES

Monitoring your child's progress throughout the school year is perhaps one of the most important elements contributing to your child's success at school. This can be done through the monitoring of homework and discussing your child's school day with him/her. This can also be done through fostering a close line of communication with your child's teacher through parent/teacher conferences. Feel free to contact the school at 317.226.4107 to arrange conferences as needed. We request that you call the school to arrange a time to visit with your child's teacher or the principal. We cannot accommodate spontaneous conferences, especially during the school day.

HONOR ROLL

It is important our students receive the recognition they deserve when they perform academically. We will have two Honor Roll recognition categories students can achieve this school year:

- “A” Honor Roll = K students achieve all “O” on their report card or Grades 1 through 6 students achieve all “A” on their report card
- “A/B” Honor Roll = K students achieve any combination of “O” and “S” on their report card or Grades 1-6 students achieve any combination of “A” and “B” on their report card

At the conclusion of each grading cycle, students who have achieved honor roll, citizenship, perfect attendance, and/or other academic honors will be celebrated during an “Excellence Convocation”. Parents will be informed of these celebrations and are welcome to attend.

STUDY HABITS & HOMEWORK

Homework is an extension of the classroom. Homework may be the continuation of incomplete classroom assignments, or it may involve an enrichment activity designed to extend the learning of the student. Homework should be completed by the student and returned to school the following day. Specific homework policies for each grade level will be discussed by your child's homeroom teacher. As a general rule of thumb, a child should spend approximately 10 min. per night, per grade level on homework. (ie. A 3rd Grade student should spend approximately 30 min. per night on homework)

We have found that poor homework habits contribute to lower grades for students. We most often find that this occurs in the fourth, fifth, and sixth grades. You can help to monitor your child during homework time and help your child be responsible for his/her education. It will also keep you informed of the subject matter that your child is studying. Our hope is that you will support us in this endeavor. We want to do everything possible to ensure that students in these grades develop habits that will help them in the middle school and high school grades.

SPECIAL SERVICES

Lew Wallace Elementary offers a host of student support services:

MTSS (Multi-Tiered System of Support) – A school-based support team which determines interventions and supports for students who are considered at risk for academics or behaviors

Literacy Groups – Small group reading instruction (5-6 students) provided to all students 30 minutes per day, five days per week. The reading groups are based on reading ability so that children see maximum growth potential.

Social Worker - Our school Social Worker is available to support families with community resources, and assistance for families as needed.

Eskenazi Mental Health Services – Eskenazi Mental Health Services is a behavioral health counseling service who can provide services to children and families in need. The counseling services can be for grief, divorce support, anxiety, depression, ADHD, or a host of other supports.

High Ability Programming – The Indianapolis Public Schools offer a wide array of support for High Ability Students. If you believe your child is eligible for High Ability Services, please speak to the main office, for additional information.

Special Education Services – Lew Wallace has numerous supports for students with disabilities. We have three special education teachers on staff. If you would like additional information on Special Education Services, please contact the main office.

Lew Wallace Elementary offers after-school programming that focuses on tutoring and enrichment.

VIII. STUDENT BEHAVIOR

BUS SAFETY, CONDUCT, MISBEHAVIOR

Transportation is a privilege; not a right. Indianapolis Public Schools provides transportation as a service to students who comply with all bus safety rules and regulations. A student's eligibility to ride the school bus may be suspended for infractions of any policy regarding student bus conduct. Based on the seriousness of the violation and number of violations, disciplinary measures may range from verbal reprimand to recommendation of suspension of bus privileges. Bus suspensions DO NOT excuse the student from school attendance. During the period of suspension, it is the responsibility of the parent/guardian to provide transportation to and from school.

Your child must understand that safety comes first! It is the job of the bus driver and monitor to make sure that all students arrive at school and home safely. In order to make this possible students must follow the rules set forth by the bus driver and adhere to all school/district policies (IPS Board Resolution No. 7154) concerning student bus conduct.

SCHOOL BEHAVIOR AND MISCONDUCT

Student behavior that disrupts the education of other students will not be tolerated. This type of behavior includes:

- Fighting
- Disrespect to adults and /or other students
- Disobedience/Failure to comply
- Chronic/repeated minor offenses
- Bullying

ANTI-BULLYING

****Please be sure to note the following IPS policy against bullying.**

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

ANTI-BULLYING: School Board Policy 5517.01

The administration of Indianapolis Public schools is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, disability/handicap, sexual orientation, ancestry or gender (including gender identity) expression, and appearance. The District expects all students and staff to treat each other with civility and respect. The District will not tolerate acts of bullying and harassment.

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 environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, 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. The parent involvement may be through parent organizations already in place in each school.

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

IX. SCHOOL SAFETY

EMERGENCY AND CRISIS PLANNING

In accordance with the state law, all schools conduct fire drills, severe weather and lock down drills. These drills prepare students and staff to act without panic and to protect them from danger in the event of a disaster. Fire and security drills are held monthly. Posted escape routes and emergency stations are found in each room. Children must move quickly and quietly and follow the directions of the teacher in charge.

During these drills, teachers lead students to designated areas and take a count of students to ensure that all are safe. Students should remain quiet, calm and orderly at all times in order to listen for emergency directions if necessary. Returning to regular classroom procedures is accomplished with the same orderliness.

Lew Wallace Elementary Staff and Students will practice our responses to various scenarios throughout the year, including:

- Fire Drills- once a month
- Tornado Drills- twice per semester
- Lockdown Drills- once per year

We reserve the right to practice these drills more frequently as needed to ensure all students and staff know what to do in the case of an actual occurrence. Each practice session will be followed with a ConnectED message to keep you informed of our responses. It is important students follow all the rules of the emergency responses to keep them safe. Please reinforce this with your child throughout the year.

PLAYGROUND RULES

- ✓ Stay on the playground
- ✓ 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 self
- ✓ Include everyone
- ✓ Use kind words

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 students 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.

INCLEMENT WEATHER PLAN

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. minimum disruption to the educational program occurs;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to in accordance with the plan for emergency preparedness.

In the event of inclement weather, the following practices will occur:

- A. Snow, Cold Weather, Icy Roads – ConnectED will be utilized to notify all stakeholders of delays or cancellations. In the event of a two hour delay, students will be counted tardy after 9:35 a.m. The school building will open at 9:10 a.m. on two-hour delay days.
- B. Cold Weather – Children will go outside for recess unless the temperature is below 20 degrees Fahrenheit. This includes actual temperature or wind chill. Please send your child in appropriate attire during cold weather months

PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS)

It is the mission of Lew Wallace Elementary to provide a safe and positive learning environment for our students and staff. Students will be expected to follow all rules, expectations, and procedures at all times. **It is the responsibility of the school, student, and parent to work together to achieve this mission.**

To set this environment, Lew Wallace will implement Positive Behavior Intervention and Supports (PBIS) for the 2026 - 2027 school year. Our PBIS system includes the following components:

- School-Wide Expectations
 - Common Area Rules in the cafeteria, hallway, restroom, playground, and bus posted in both Spanish and English
- School-Wide Encourage System to reinforce positive behavior
- Student Code of Conduct to respond to misbehavior respectfully and effectively

School-Wide Expectations/Common Area Rules

**** SEE APPENDIX A ****

School-Wide Encourage System

Positive Incentives & Rewards

1. Classroom Parties & Celebrations
2. Achievement Convocations (1x per Quarter)
3. P.R.I.D.E. Awards
 - a. Students are given these awards by staff members
 - b. Students turn in the certificate to the office and receive an incentive from our P.R.I.D.E. Store
4. Student of the Month Recognition – One student from each grade level will be selected.
5. Popcorn Parties for classes who achieve the highest percentage of attendance weekly.

Student Code of Conduct

Indianapolis Public Schools has created a new Student Code of Conduct. (SCOC) This document can be accessed on the IPS website. The SCOC has been developed with four main levels of corrective and restorative responses to student misconduct. The levels are as follows:

LEVELS OF CORRECTIVE AND RESTORATIVE RESPONSES

Level 1: Classroom and Building Based Corrective Responses:

Level 1 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher in the classroom and usually does not warrant a discipline referral to the administrator. These behaviors are of low level intensity, can be passive in nature, and are non-threatening. Level 1 corrective responses will NOT include removal from instruction and the consequence is determined by the classroom teacher.

Level 2: Support Staff, Administrative and Classroom Teacher Corrective Responses:

Level 2 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher, with possible assistance from an administrator or member of the school's student services team, if needed for access to support. These infractions will be addressed with corrective responses that will NOT include removal from school, but may include in-school suspension.

Level 3: Intensive Personalized Corrective Responses:

Level 3 corrective responses are 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. Level 3 responses to behavioral incidents may include in-school or out-of-school suspension on the first violation, if it is a safety related behavior.

Level 4: Corrective Responses for Serious Violations:

Level 4 corrective responses are 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. Corrective responses at this level could include extended suspension, expulsion and/or referral to law enforcement.

In our efforts to create and sustain a school-wide culture that is respectful, collaborative and positive we must all understand that we play an important role in the process. In making sure that your child receives the very best education in the very best setting, we ask that you join us in assuring your child's success by supporting our actions and instructional program. Contact your child's teacher to find out what you can do to increase your child's achievement at Lew Wallace Elementary School #107. We look forward to partnering with you.

Lew Wallace School 107

2026-2027 Student Handbook Verification of Receipt

Student Name: _____

Grade Level: _____

My signature below signifies that I am committed to student success. Moreover, I have read and understand the policies, procedures, and expectations of the Indianapolis Public Schools and Lew Wallace School 107 as stated in the Student Handbook.

In addition, I will:

- Complete all homework daily and will put forth my full effort on all assignments
- Ensure a safe school environment by regulating my own behavior, and will treat others with respect
- Come to school ready to learn, and ready to receive information from my teachers

I acknowledge I have read and understand all policies and procedures under the Student Handbook. I understand that failure to meet any or all of these expectations set forth in this document may result in disciplinary action.

Printed Name of Student: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

