

2026-2027

FAMILY

HANDBOOK

William Bell School 60

A Butler Lab School

3330 North Pennsylvania St. Indianapolis, IN 46205

Phone (317) 226-4260 Fax (317) 226-4201

Principal: Dr. Jennifer Townsend:

wheattownsendj@myips.org

Assistant Principal: Megan Siegel:

siegem@myips.org

Dear Parents/Guardians,

Thank you for entrusting the Lab School staff with your child's education. As a choice school, we know that you have many options. You could have made any number of decisions, but you picked us! You may have selected our school because a friend shared their positive experiences at the school, or you may have visited and fallen in love with the philosophy or the classroom environments. Regardless of your reasons, we appreciate you and we appreciate your faith in our program.

We hope you find that your experience at the Lab School is personal, meaningful and welcoming! By now, most of you have already had a family visit with your child's teacher. I can't say enough about the dedication of our staff who do not see family visits as something extra to do but as essential to becoming the best teacher for your child.

As the school year unfolds, you will have many opportunities to connect with the staff and with one another. We host Family Nights, often in conjunction with our parent organization called the Lab Collab Booster Club (Lab Collab). We also welcome volunteers during the school day but typically begin that after Labor Day and after the volunteer process has been completed. Keep an eye out for garden clean up days and other special volunteer opportunities.

Please stay connected in the following ways with the Lab School:

Facebook <https://www.facebook.com/WilliamBellSchool60>

Instagram @ipswilliambell60

Website <https://williambell.myips.org/>

Thank you and let's have a great year!

Dr. Jennifer Townsend

William Bell School 60, A Butler Lab Reggio-Inspired School

wheattownsendj@myips.org

317-226-4260

School Information

Mission Statement

Inspiring children to transform the world.

Vision Statement

Our vision is to create a place where families from all backgrounds feel honored and celebrated; where everyone sees themselves reflected in the curriculum and classroom environment. We believe that children are naturally curious, and that our job as teachers is to build upon the unique knowledge each child brings to school every day. Our school is a place where families and community members are invited to collaborate with us, engaging students and staff in meaningful ways.

About the School

Children are naturally curious about the world, and they have many ways to express what they know. They have questions of their own that should be taken seriously by the adults who surround them. At William Bell School 60, students gain math, science, language, and social studies skills through learning projects on topics of interest as they discover the answers to their own questions. A special emphasis is placed on problem solving and on the arts and sciences as forms of communicating, expressing ideas, and demonstrating learning. With the support of a creative staff, students will be prepared to be lifelong learners.

About our Partnership with Butler University

The Butler University College of Education believes in preparing future educators for schools, as they should be, not simply perpetuating schools, as they currently exist. Upon graduation, College of Education students dare to imagine and create schools that reach high standards and promote excellence in education. These schools focus not only on student achievement, but also on the development of thoughtful citizens in a democratic society.

Butler College of Education preservice teachers have their own classroom at William Bell School 60. They hold semester-long classes here, and engage with our elementary students and staff. Preservice teachers also work with a focal child during the semester and use literacy strategies with that student to help them grow as a reader. Some Butler College of Education students also return to the Lab School during their senior year in order to student-teach in one of our classrooms.

About Reggio Inspired Practice

There is a small city in North Central Italy called Reggio Emilia. This beautiful city has become famous over the last 50 years for developing the finest schools for young children in the entire world. In Reggio, democracy is not something that is simply talked about, but democracy is actually lived by the children, the parents/guardians, and the teachers within the schools. Children as young as three years of age, and their parents/guardians, truly have a voice in what is learned and in how learning takes place in the schools of Reggio. Reggio Emilia and its schools are the inspiration for the William Bell School 60.

Butler University has a rich tradition of Reggio Inspired practice. The Butler College of Education, in collaboration with the Warren Early Childhood Center and St. Mary's Child Center, created the Indianapolis Reggio Collaborative in 2008. The Indianapolis Reggio Collaborative has gained national and international recognition for excellence, and William Bell School 60, a member of the Indianapolis Reggio Collaborative.

Communication

- Weekly text/email messages (Mondays) and phone messages (Sunday) from the principal will keep you updated on school events and celebrations.
- Our District and School uses SchoolMessenger and Kinvo to text and email families with important information about events, school closings, safety alerts and more. You are automatically opted in.

Important Phone Numbers and E-mail Addresses

Dr. Jennifer Townsend, Principal - wheattownsendj@myips.org

Megan Siegal, Assistant Principal - siegem@myips.org

School Phone- 317-226-4260

IPS Transportation- 317-226-4000

IPS Information- 317-226-4000

Childcare AYS (At Your School) Services-1-844-865-3278 or www.ayskids.org Childcare is available beginning at 7:00am and ending at 6:00pm

School Policies

School Day

9:05 AM – Buses and cars are unloaded and breakfast begins

9:20 AM – All students are expected to be at school

9:20 AM - Tardy Bell – students must get a pass from the office

3:45 PM – Cars and busses are loaded

3:45 PM – Walkers and bike riders are released

Attendance

Attending school regularly is essential for a child's academic and social development. Parents/guardians are required by Indiana Law to ensure that their child attends school daily. The [IPS attendance policy](#) can be found on their website.

Types of Absences

Tardiness: Tardiness is defined as arriving at school after the designated start time. If your child is tardy for any reason, an adult must accompany the child to the school office and sign the child in at the office. The child will then be given a pass to give to the teacher.

Early release: Students are expected to be at school until official dismissal time. Unexcused early departures from school are subject to the same responses as tardiness. Responses are listed below.

Absence: On the morning of the student's absence, the parent/guardian must contact the school office and provide the reason for the absence by 10am. A written excuse is required upon the child's return to school. An **excused absence** occurs when a student is absent from school with either the approval or

consent of the principal or principal's designee. Indiana law states that consent may be obtained for reasons of illness or emergency, health care and social services appointments, religious instruction, service as a page in the Indiana General Assembly, participation in election day activities, subpoenaed as a witness, death in the immediate family, personal tragedy (administratively approved), suspension from school, juvenile or criminal justice system detentions. An **unexcused absence** occurs when a student is absent from school without parent permission (truancy), without permission for appointments, vacation or trips during school days, and unapproved appointments. Family vacations and trips should only be scheduled during school vacation periods. Vacations and extended trips on school days are unexcused absences and highly discouraged. School absence and school tardiness negatively impact school performance.

School Responses to Excessive Absences, Tardiness and Early Departures

Possible consequences for excessive absences, tardies, and early departures include administrative conferences, referral to school counselor, discipline referral, academic failure, disqualification from sporting events or other extracurriculars, sanctions by the Department of Child Services, and referral of parents/guardians to the Marion County Superior Court.

Release of Students During the School Day

Parents/guardians must sign a child out at the school office if leaving before scheduled dismissal. The child will then be called to the office to be released. Students will not be released to anyone other than the parents/guardians unless confirmation has been received from the parents/guardians prior to the release. Designated emergency contacts and those adults able to take your child from school should be listed in Powerschool. You can call the school to add or delete emergency contacts. Please do not pick students up early from school unless there is an emergency as early departures interrupt instruction for all children. Early departures could have disciplinary consequences for students.

Address and Phone Change

Changes to your address, email address and/or phone numbers should be communicated to the administrative assistant so that records may be up to date at all times. If an address change is given, proof of the new address will be required.

Textbook Rental

IPS will not be collecting textbook fees this year based on additional funding from the State of Indiana.

Telephone Procedures

Parents/guardians calling school: School office staff will deliver all emergency calls and messages to students and teachers. Students and teachers will not be called to the phone during class time and calls will not be put through to classrooms during instructional time. When calling to change plans regarding transportation home, please call the office by 3:15 p.m. Please realize that the school only has a few open lines coming into the building and the phone may be busy at the end of the day so calling early is imperative.

*Calling school for a **dismissal change**:* If you are calling to change your child's plan for dismissal that day, please call the office before 3:15. Changes to afternoon transportation after 3:15 will not be made. The end of the day is very hectic for teachers and this ensures us that we will be able to communicate

with the teacher before dismissal. Please CALL the office for dismissal changes. Teachers do not have time to check email before dismissal.

Students calling home: Calls home should be for emergency purposes or as directed by a staff member. Student calls are made only after receiving a staff member's permission. Calls are to be made under the direct supervision of a staff member. Calls from a student's personal cell phone will not be allowed.

Personal Electronic Devices (Cell Phones, Smartwatches, and Other Devices) and Other Items from Home

Our priority is creating a learning environment where every child can fully engage with their teachers, peers, and learning experiences. To minimize distractions and support student learning, William Bell School 60 follows the Indianapolis Public Schools Personal Electronic Devices Policy.

(<https://bit.ly/IPSpedp>)

Students who bring a personal electronic device to school—including cell phones, smartwatches with communication capabilities, tablets, earbuds, or similar devices—must ensure the device is **powered off or silenced and stored in their backpack throughout the entire school day**, including during lunch, recess, and transitions between learning spaces. Devices may be used before and after school hours only. It is recommended that personal electronic devices stay at home.

Secure Storage

Personal electronic devices must remain securely stored in **the student's backpack** for the duration of the school day. Students bring personal devices to school at their own risk. The school is not responsible for lost, stolen, or damaged personal devices.

If a student is found with their device, school staff will confiscate the device:

- **1st offense** – Student may pick up the device at the end of the school day.
- **2nd offense and beyond** – Device must be picked up by a parent/guardian.

If a student refuses to give the device to staff upon request, an administrator will be called.

If a family needs to communicate with a student during the school day, please contact the school office. Likewise, if a student needs to contact home, school staff will gladly assist them.

Exceptions may be made for students whose use of a personal electronic device is documented in an Individualized Education Program (IEP), Section 504 Plan, medical plan, or as otherwise permitted by district policy.

Other items from home such as trading cards, toys, gum and candy are not permitted at school. Items will be confiscated and sent to the office and kept there until an adult family member picks up the item.

Unclaimed items will be discarded at the end of the year. A continued violation of these rules will result in disciplinary action.

If your child's teacher allows particular items to be brought for sharing time or recess, the items should be labeled with your child's name using a permanent marker or secure label and kept in the child's book bag.

Students in grades K-1 are not allowed to bring purses.

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

Money and Notes

Any money (for field trips, book fair, etc.) and notes from home should be given to the child's classroom teacher at the beginning of the school day. Please send notes and /or money in a sealed envelope with the student and teacher names on the front and the purpose of the money. Please limit the amount of

money sent to school with your child to the exact amount needed.

Media Coverage

Reporters from the local television stations, radio stations, and newspapers often come to William Bell School 60 for stories, file footage, etc. They photograph students involved in school activities. They also may request to interview students. If for any reason you do not want your child photographed, filmed, or interviewed, please notify your child's teacher and fill out the Media Release Opt Out Form 26-27 found [HERE](#). If we do not hear from you, we will assume that you do not object to your child being interviewed and/or photographed for publication in a newspaper or radio/television broadcast.

Child Custody

It is important for our office staff and your child's classroom teacher to be aware of your child's legal custody status. Should you have any court documents that outline specific custody arrangements, please share those with the office staff so that we can ensure your child is only released to someone who has a legal right.

Student Records

Student records are maintained in the office. Should you move out of the district, inform the new school that your child attended William Bell School 60 and they will contact us to retrieve records.

Student Illness

If a student becomes ill or injured at school, the child will be sent to the school office and, if warranted, the parents/guardians will be called to pick up the student. We do not have adequate resting space at the school for sick children to stay all day when they are ill. If we cannot reach a parent, the person listed as the emergency contact will be called.

If there is a life-threatening emergency, we will call 911 and transport your child to the hospital. A staff member will accompany the child in the ambulance and wait at the hospital until a parent/guardian arrives. Parents/guardians will be contacted immediately. Please remember to keep all telephone numbers current in case of an emergency.

Medication

If your child needs to take medication at school, please complete a [Request to Administer Medication to Student During School day Form](#). No medication will be given at school without written permission from parents/guardians. Prescription medications must be in the original container with the current label containing the child's name, the doctor's name and instructions for giving the medicine. Non-prescription medicine must be in the original package with the manufacturer's label. Students are not allowed to carry medication on them during the school day unless it is for a chronic disease or medical condition that requires emergency administration of the medication. If your child needs to carry this type of emergency medication on them during the school day, please fill out a [Request for Student to Possess and Self-Administer Medication Form](#) from the school nurse.

Immunizations

The immunization requirements are:

- Preschool and Kindergarten: Two Varicella (chicken pox vaccinations (not needed if child has documentation of having had chickenpox).

- Please make sure that your child's immunizations are up to date and that we have an official record on file. If your child is not exempted from getting the shots, your child may attend school for 20 days to allow you time to get the necessary shots. The law says the school cannot allow your child to attend more than 20 days without the shots, unless the child is exempted for religious or medical reasons – or if a doctor has provided documentation that your child is scheduled to be vaccinated. If your child does not receive shots due to medical reasons we must have a doctor's statement. If your child does not receive shots for religious reasons a written statement must be submitted to the school each year. More information is available through the Indiana State Department of Health (1-800-701-0704).

Visit this helpful document from the state that lists all immunizations by state :

<https://www.in.gov/isbvi/files/2024-25-School-Immunization-Requirements.pdf>

Inclement Weather

On rare occasions, due to bad weather or mechanical issues school may be delayed, canceled or dismissed early. These events will be advertised on local news outlets and on the IPS website. A district-wide text message will also be sent out. All enrolled families are automatically enrolled in our texting service. Please be sure that we have your current phone number on file.

Visitors, Volunteers and Classroom Visitation

Family members and community partners are important members of our school community. Throughout the year there will be many ways for parents/guardians and community partners to become involved. Attending field trips and volunteering in class as well as opportunities to become involved outside of school. Various family nights will be scheduled throughout the year providing families with the opportunity to spend time at school engaged in "kid friendly" activities designed to build community. We ask that at the beginning of the school year you give the teachers six weeks before you begin to visit. This gives the teachers and the class time to adjust to procedures and routines. In order to keep a record of your visit and for the safety of all our students, you must sign in at the office immediately upon entering the school. A Guest Pass will be issued and worn during the school visit. If you need to speak with a teacher regarding your child's progress, homework, behavior, etc, please call to make an appointment. The teacher will not be able to hold conversations/conferences during instructional time

Our volunteer opportunities are thoughtfully structured into tiers, each offering varying levels of student interaction, visit frequency, and assigned tasks. Specific requirements such as background checks or Department of Child Services ("DCS") screenings may apply depending on the tier. It's important to note that volunteers are responsible for any associated fees. Should any financial or technical obstacles prevent completion of the application or background check, we encourage you to contact the building leader for assistance. Please note that financial aid is dependent upon building-level resources.

These policies are in place to guarantee the safety of your children. If you will be donating time at school to work with or accompany students on field trips, please be sure to complete the required application form which can be found [here](#). We recommend all volunteers select Tier 3 so they are able to attend field trips, volunteer on Field Day and in the classroom as much as they would like. If you are approved as a Tier 3 volunteer, your volunteer status lasts for two years from the date of approval.

Dress Code:

Indianapolis Public Schools is a district committed to racial equity in both mindset and action. As such, students and their parents/guardians hold the primary responsibility in determining a student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student. The [Uniform Policy: Universal Dress Code](#) can be found on our website under District Resources, then click on Uniforms.

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

Parties and Birthday Celebrations

Several times during the school year, classrooms may plan whole-class celebrations. Please DO NOT plan birthday parties during the school day and DO NOT bring birthday treats to school. Students in your child's room may have food restrictions or food allergies. Instructional time is not to be interrupted. Birthdays will be recognized in a meaningful way. Invitations to parties outside of school should not be passed out at school unless everyone in the class is invited to the party. If you are inviting only a few school friends to an event outside of school, mail the invitations to the child's home. Special gifts, such as balloons or flowers, should not be delivered to school. They will not be sent to the child's classroom because, although fun for the child receiving them, they are disruptive to classroom instruction.

Outside Food

To ensure the safety and well-being of all students, particularly those with food allergies, snacks brought from home must be limited to store bought individual, single-serving sizes. Homemade snacks are not permitted. Sharing snacks with others is strictly prohibited. These guidelines help prevent accidental exposure to allergens and promote a safe environment for everyone. The school provides allergy-free lunches and snacks that meet all dietary guidelines, ensuring students with special dietary needs can eat safely and confidently. Snacks brought in containers larger than individual serving sizes will be taken and held in the office until a parent or guardian is able to pick them up. All food must be consumed in the cafeteria or other designated eating areas within the school.

Transportation

If your child's transportation is changing for the day (bus to car or car to bus) you must send a note to the teacher in the morning or call the office with the change no later than 3:15 p.m. Our phones can get tied

up quickly from 3:00 p.m. on so the earlier the call, the better. If your child is going to ride home with another child (on a bus or in a car), a note from the parents/guardians of both students must be received that morning and signed by a school administrator. If there is no note or phone call to inform us of a transportation change, we will expect and follow the usual mode of transportation for the child.

Families sometimes need a change of bus route or a bus stop change. Some reasons for a change would include a change of address, the addition of a day-care address, or safety concerns around a scheduled stop location. If your address changes or you are adding a daycare stop, the change must be made through the school office. Proof of the new address is required. Generally, it can take up to two weeks for bus stop changes to take effect. If you have a concern about your child's bus stop location and safety issues, call the IPS transportation office at 317- 226-4000 and ask to speak to the router or supervisor.

In the event a bus is late in bringing your child home or does not pick your child up on time, call IPS Transportation at 317-226-4000. In the event that your child does not arrive home at the expected time and you are unable to reach transportation, call the school office or IPS Police at 317-226-4633. We will attempt to reach parents/guardians via our SchoolMessenger if buses are running late at dismissal. In case of an accident, an administrator or designee goes to the bus location to assist transportation and emergency personnel. Parents/guardians are notified through SchoolMessenger or through personal phone calls depending on the severity of the situation. Buses will pick up and drop off students only at their established authorized stop. Students should be at their designated stop 10 minutes prior to their scheduled pick-up time and be prepared to wait up to 10 minutes after the designated pick up time. Students should be standing at the stop when the bus pulls up, not waiting in a car or at their front door. Bus rules are in this handbook. Students not following bus safety/behavior guidelines will be referred to the office and may lose bus-riding privileges.

Field Trips

The students at the William Bell School 60 participate in various field trips throughout the school year. We view these as a valuable part of experiential learning. We ask parents/guardians to sign a blanket permission slip at the beginning of each school year. Parents/guardians will be notified by the classroom teacher in advance of each field trip. Due to entrance fees, some trips have a small charge. Parents/guardians are asked to donate this fee, but no child will be denied participation because of lack of payment. Please send any money for field trips to the classroom teacher in an envelope with the child's name and the name of the field trip on the front. In order to chaperone or assist with a trip, parents/guardians must have completed a Tier 3 volunteer application and the school received notification of security clearance for the volunteer. Younger siblings and those not attending our school are NOT permitted to attend field trips.

Lost and Found Items

The lost and found is kept in the main hallway of the school. Unclaimed items are donated to local nonprofits or the Goodwill at the end of each quarter.

Cafeteria Information

Prices

- Breakfast and lunch are served free of charge at the William Bell School 60.
- Your child may bring his/her own lunch to school, but please be advised that refrigeration is not available. Students will not have the ability to heat any items brought from home.

- Lunch is served as early as 10:30am and as late as 1:30pm.

Lunch Visitations

Parents/guardians are allowed to visit the cafeteria during lunch if they have completed the required forms [HERE](#) and been approved as a Tier 3 volunteer. If you have not been approved at Tier 3, please call school to confirm there is an open space for you to eat alone with your child outside of the cafeteria. Prior to coming, please coordinate with your child's teacher, Mr. Lucas or an administrator to know when your child will eat lunch each day. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub.

If your child forgets their home lunch, please remember that only parents/guardians and immediate family members in the computer system can drop off the homemade lunch to students during the school day. Bringing lunches from outside establishments and restaurants (like McDonalds) is not permitted. This is to better ensure the security of the school as well as to minimize disruptions to the school day.

Withdrawal of Students

If your family moves out of the IPS district or decides to withdraw from the school, please stop by the school office. Also, let the office know the intended withdrawal date and the name of the new school your child will be attending so that the proper records may be forwarded. Notify the school office of an address change. When changing addresses within IPS, students may continue attending the William Bell School 60 and receive IPS transportation to and from school if they remain in the zone for William Bell School 60, which is zones 1 and 4. Families that move outside these zones will not receive transportation. However, the student may remain at William Bell School 60 if the parents/guardians provide transportation. When moving out of the district, it is the principal's discretion whether to allow continued enrollment at the William Bell School 60 for the remainder of the school year. Transportation for out of district students is the parent's responsibility.

Academic and Social Achievement

Report Cards and Conferences

Report cards (non-letter grades) are issued 4 times per year via email. Student Progress Conferences will offer an opportunity for parents/guardians to become better informed about the progress of their child in October and March. Conference attendance is mandatory.

Homework

We value and recognize the importance of students having time for family activities, engagement in extracurricular activities, and independent reading. The research shows that, to be effective, it should support educational goals, consider students' abilities and needs, and strengthen the school-home link. When homework is assigned, it is expected that the expectations are clearly communicated to students for each assignment, that it is developmentally appropriate (not busy work), and that feedback is provided to students. Butler Lab teachers share their grade level/subject area homework guidelines with parents/guardians through communication like emails and class newsletters. Parents/guardians are encouraged to support their child by providing the appropriate materials, time and space to complete assigned homework. Parents/guardians are also encouraged to contact their child's teacher if there are questions about homework. See the Homework Scope and Sequence below to get an idea of what to expect at each grade level.

Grade Level	Homework	Optional Homework
K/1	None	Encourage nightly reading at home Activities sent home on a quarterly basis Math games Sight word practice Math fact practice
2/3	It is expected that kids read for fun ~200 minutes every two weeks (20 min/5x per week).	Math games Sight word practice Math fact practice A biweekly “choice board” that includes math, reading, writing, and project work homework ideas Typing
4/5	It is expected that kids read for fun ~200 minutes every two weeks (20 min/5x per week). A biweekly “choice board” that includes math, reading, writing, and project work homework choices.	Math games Math fact practice Typing

*Teachers have the discretion to send home unfinished classwork for homework.

Special Education Services

Special education services are available for students with an IEP (Individual Education Plan). Those services can include speech therapy, support of special education services, occupational therapy, and physical therapy.

Assessment Philosophy

We strive to constantly and consistently instill a growth mindset in all students. This means that students do not simply complete assignments for a discrete reward or for the acknowledgment of others, but instead complete assignments because they see the intrinsic value of them and want to continually improve their own performance. Because of this, you will see that your student is often assessed using standards-based rubrics.

Student Conduct

We follow the IPS Student Code of Conduct in all discipline matters. This is a progressive approach, with consequences increasing in response to the frequency and severity of behaviors. The IPS Student Code of Conduct can be found online at <https://www.myips.org/students-families/student-code-of-conduct/>. You can also pick up a paper copy from the main office. Response to student behavior may include, but is not limited to:

- Guided reflection
- Contracting

- Targeted instruction
- Counseling
- Restorative justice circles
- Restitution
- Parent phone call
- Parent conferences
- Temporary time out
- Alternative schedule
- Individualized behavior plan
- Detention
- Time out
- In-school suspension
- Out of School suspension
- Restriction of privileges
- Administrative conference

Responsive Classroom

At our school all teachers use Responsive Classroom strategies such as morning meetings, positive take a break, and teacher language to support proactive classroom management. Teachers work hard to build strong relationships with students and to teach appropriate behavior.

Restitution

When a child's choice of behavior causes harm emotionally or physically, he or she may be counseled to conduct an act of restitution. This is a way for the child to try to make amends and set the situation right. Some examples: a child playing in the café spills milk on a classmate causing the classmate to become upset, offers to help clean the milk off the child's coat; a child saying mean things to a classmate, in addition to apologizing, might make a point to say three nice things about the classmate or to compliment them; a child throwing a rock in the air on the playground breaks a school window would then pay for the window replacement, earning the money by doing extra chores at home.

IPS Bully Prevention 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 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/guardians, 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/guardians in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school. Parents/guardians 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."

IPS “Sexting” Policy

It is IPS Policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school-sponsored events, or on school buses or other vehicles provided by IPS. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to sexual materials contained in a cellular telephone, a camera phone, or personal digital assistant and sexual material transmitted by text message, email, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion. Students and parents/guardians need to be aware of the consequences – some of them life altering – of having sexual material at school, including on your cell phone or other electronic communication device.

Title IX Policy Forbidding Sex Discrimination and Sexual Harassment of Students

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of Indianapolis Public Schools that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity on the basis of sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

Prohibition against sexual harassment The policy against sex discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student’s ability to participate in or benefit from the education program.

This policy prohibits sexual harassment by an employee or agent of IPS, by another student, and by third parties who come in contact with students at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a student.

Making a Complaint

Parents/guardians and students are encouraged promptly to submit a complaint or provide information about suspected sex discrimination or harassment so that IPS can take appropriate action to resolve the situation. A parent or student should make the complaint orally or in writing to the building administrator, school counselor, school social worker, or directly to the Title IX Coordinator. A complaint should be made as soon as possible after the complained-of incident, preferably within ten days after a student of sex discrimination or harassment has notified the parent. However, IPS accepts complaints after the ten-day filing period.

Investigation and Corrective Action

The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner. Depending on the nature and complexity of the issues, it should generally take no more than 30 days.

After the investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective corrective action. The Superintendent may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were substantiated.

The decision of the Superintendent is final unless an employee or student has a statutory right to challenge the Superintendent’s recommendation for expulsion or termination or an employee has a

collectively bargained right to challenge the imposition of discipline.

Bus Safety and Conduct

School Bus Rules and Regulations before Loading

1. Be careful walking to a bus stop.
2. Be ready to board the bus at least ten (10) minutes before the bus arrives.
3. Stay out of the street while waiting to board the school bus.
4. Conduct yourself in a safe and orderly manner.
5. Do not approach the bus until it comes to a complete stop.
6. Carefully enter the bus and move quickly to your seat.

While on the School Bus

1. The driver is in complete charge of the bus and students must respect his/her authority.
2. While the bus is in motion, students are to sit facing forward in the seats that have been assigned by the driver and/or school administrator.
3. Students may converse in a normal manner. Name-calling or loud, profane, or obscene language will not be permitted.
4. Students must not extend any part of their bodies through the school bus windows.
5. Students may not eat, drink, smoke, or use electronics while on board school buses.
6. Books, coats, and school equipment may be transported on the bus, provided they can be secured in the seat and not placed in the bus aisles. For other objects, the driver may request written approval from the IPS Department of Transportation.
7. Students must cooperate in keeping the bus clean and must not damage it. Any malicious or willful damage to a school bus will result in immediate withdrawal of transportation services for the student or students involved. In addition, the cost of repairing the damage must be satisfactorily settled.
8. Students are prohibited from throwing items out of the bus windows.
9. Pushing, shoving, and fighting are prohibited.
10. Absolute silence is necessary when approaching a railroad crossing.
11. In an emergency, students are to remain on the bus unless otherwise instructed by the driver.

Unloading and Leaving the School Bus

1. Students should remain seated until the bus comes to a complete stop.
2. When unloading, always move a safe distance away from the bus.
3. Never go under the bus for an object.
4. Students who must cross the street in front of the bus due to the location of their residence must move at least ten (10) feet in front of the bus before attempting to cross the street.
5. Before crossing, look in both directions to be sure that no traffic is approaching.

*Riding the school bus is a **privilege**. This privilege may be temporarily denied or permanently revoked if the misconduct of the child jeopardizes the safe operation of the school bus or the safety of the children riding the bus.*

Role and Responsibilities of the Parent Regarding Bus Transportation:

1. Review the "School Bus Rules and Regulations" with their child.
2. Instruct their children to cross in front of the bus after being discharged, if the locations of their residences require them to cross the road at bus stops.
3. Parents/guardians are responsible for the safety and supervision of their children from the time the children leave home in the morning until they board the bus, and at the end of the day from the time the school bus departs the unloading area until the children reach their home.
4. Parents/guardians are responsible for damage caused by their children to the property of others, including the school bus. When children walk to and from the bus stop or school, while they wait at the bus stop, and when they walk home from the bus stop at the end of the school day, they must show consideration and respect for the property of citizens whose homes and places of business are located along their routes.
5. Ensure their children are ready at the bus stop 10 minutes before the scheduled pick-up time.
6. Parents/guardians of children who walk to bus stops should develop specific routes which minimize the exposure of their children to vehicular traffic when walking to and from the bus stops.
7. Parents/guardians talk to their children about obeying crossing guards and traffic control signals.
8. Walk to and from the bus stops with their younger children, using this opportunity to teach their children proper pedestrian practices. If parents/guardians cannot accompany their children, arrangements should be made, if possible, for older children or a neighbor to do so.
9. Parents/guardians with special needs children should be home to receive their children from the school bus at the end of the school day. If parents/guardians cannot be home to receive their children from the school bus, arrangements should be made, if possible, for older children or a neighbor to receive the children from the school bus.
10. Notify their children's schools a week before they move to another residence.

Bus Misbehavior

If a child misbehaves on the bus, the driver will address the issue in ways to promote appropriate behavior. Repeated misbehavior on the bus will lead to a referral to the principal or designee.

Car Riders

Car riders may not be dropped off before 9:05 a.m. and must be picked up by 4 p.m. We begin loading cars and buses at 3:45p.m.

Car riders are dropped off and picked up in the parking lot to the West of the school (see [map](#)). Cars may enter the alley that leads to our parking lot from 34th Street. Parents/guardians should drive the length of the alley to the entrance of the parking lot closest to 33rd Street. From there, please drive slowly North through the parking lot to the main entrance of the school where children will be loaded and unloaded. Please see the full car rider procedure and map [HERE](#). **Please remember, if you drive your car to pick up your student or drop your student off, your child is a car rider and you must follow the car rider procedures (no exceptions). Your student must walk or bike the full distance from your home to the school to be considered a walker or biker.**

We need all families transporting children to and from school in a car to follow our car rider procedures. When families choose not to follow our car rider procedures, they put their children at risk for harm and create an unfair system for those who are following our procedures. During pick-up at the end of the day, you may not park in the alley, on 33rd, 34th or Pennsylvania. You must use the car rider line.

Failure to follow car rider procedures will be addressed in the following way:

1st Offense – You will be reminded of our procedures

2nd Offense – You will be reminded of our procedures

3rd Offense – An administrator will contact you

4th Offense – Restorative Justice Conference with the principal and an IPS Police officer and the parents/guardians

5th Offense – Additional consequences could include losing car rider privileges or losing the privilege of being on William Bell School 60 property

Walkers and Bike Riders

If you are a walker/biker, please read the [step by step procedures](#) to learn how to drop off and pick-up your child to walk/bike home. In the morning, all walkers/bikers can enter the building between 9:05-9:20 off the playground at door #5. After 9:20, students are considered tardy and must be signed in at the main office. In the afternoon, walkers and bike riders will be released at 3:45pm. Parents/guardians should wait on the blacktop at the playground. Please do not wait by the playground doors or on the white lines. *Note: to be considered a walker/biker, you must walk/bike the full distance from school to your home. You may not park your car near or at school and then walk to get your child.*

School Safety

Emergency and Crisis Planning

Our school has a detailed emergency plan in place developed in collaboration with the IPS Safety Office. Fire Drills are held 1 x per month, Lockdown Drills 3 x per year, and Tornado Drills 2 x per year. If weather or crisis conditions warrant a school closing or delay in starting time, the best information will come from your local media coverage. You may also receive a notice through the district-wide phone system. School doors are kept locked at all times. In case of emergencies that would require an early dismissal or evacuation off-site, parents/guardians will be notified through one or more of the following: TV and radio news broadcasts and district-wide messaging. For emergency purposes, it is imperative that parents/guardians keep their contact information up-to-date at all times with the school office.

Playground

Students in grades K-5 have a recess period daily. Recess is supervised by a licensed staff member and if necessary, a support staff member.

If a child needs to stay in at recess due to illness, a note must be sent to the office. Students will not be kept inside for more than 3 days without a doctor's note. Children are expected to bring hats, gloves, and warm coats so that they may enjoy a bit of fresh air, even in the winter. Recess is held inside if snow, ice, wind chill or actual temperatures make it unsafe to be outdoors. Generally, we go outside if the temperature feels like 20 degrees F or higher.

The play area consists of a blacktop and a mulched area with playground equipment and a grassy area to the North of the school. Tennis shoes are the recommended footwear for school.

Recess can contribute to the physical and social well being of students. However, recess privileges are sometimes restricted or lost if a child is playing unsafely on the playground in a way that could harm him/herself or others.

School Property

If a child damages school property, the child's family is expected to replace or repair what was damaged.

IPS Anti-Discrimination Statement

Indianapolis Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation in its programs and activities.

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.