



**2019-2020**

## **PARENT HANDBOOK**

**Edgewood Intermediate School**

**Home of the Eagles**

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Living, Learning and Leading Together

# WELCOME

We are proud of the heritage we are building at Edgewood Intermediate School. The strong tradition of commitment to our students is shared within our community, parents, and staff members. The safe, caring Edgewood Intermediate School Community empowers each student to dream, explore, and achieve.

This handbook is a resource for you to use when questions arise about school procedures. We follow the guidelines set in this handbook for the safety and best learning environment for all students in our school family. EIS uses best practice strategies for the education of all students. It is your child's responsibility to follow the procedures set forth in this handbook.

Working together with our parents, students, and the entire school community, we trust that the 2015-2016 school year will be our best school year ever!

**\*Please keep this handbook for the 2019-2020 school year.**

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## **RBBCSC VISION STATEMENT**

**Living, Learning and Leading Together.**

### **MISSION STATEMENT**

**Edgewood Intermediate School strives to be a dynamic, caring, safe, and engaging environment that respects all people and is dedicated to the pursuit of life-long learning.**

*We believe...*

*...every student has the ability to learn and should receive equal yet diverse learning experiences.*

*...students benefit from a positive sense of self-worth.*

*...all students need guidelines and consequences to learn self-control, self-discipline, as well as respect for themselves and others.*

*...students learn best when they and their families are actively involved in the learning process.*

*...students should acquire the lifelines to work cooperatively and be accountable for their actions in becoming productive citizens.*

*...students need to value life-long learning.*



## DAILY SCHEDULE

School Begins 8:25 a.m. Tardy Bell 8:40 a.m.

First Bell for Dismissal: 3:10p.m. Dismissal Bell: 3:15p.m.

Students are marked ½ day absence after 10:30am. Students are marked ½ day absence if they leave before 1:15pm. All students who do not ride a bus must enter through the main entrance of the school.

## WEDNESDAY MORNINGS

School Begins: 8:55 a.m Tardy Bell: 9:10 a.m.

## BREAKFAST/LUNCH

Breakfast served daily: \$1.10 Reduced \$0.30

Lunch served daily: \$2.45 Reduced \$0.40 Extra milk \$0.45

	Art	Music	Library	P.E.
8:55 – 9:40	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade
9:45 – 10:30	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade	4 <sup>th</sup> Grade
10:35 – 11:20	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade
11:25 – 12:10	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade	5 <sup>th</sup> Grade
12:15 – 1:20	Special Area Teachers			
1:25 – 2:10	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade
2:15 – 3:00	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade

### Flex Day:

Each nine weeks your child will be in a special area class for 40 minutes on a Wednesday. This allows your child accelerated art, chorus, library skills, computer science/digital citizenship, Communication 101, Girls Inc., and/or physical education for an extra 360 minutes during a nine week session and school year.

### Daily Recess:

20 minutes once per day

20 degrees wind chill or above to go out

## CLASS ASSIGNMENT

Edgewood Intermediate School follows best-practice strategies to help our students achieve the maximum positive learning environment that we can create in our school. To develop this learning environment, we balance our classes as closely as possible with gender and academic levels. To ensure that our students learn to work in an environment that teaches them responsibility, patience, persistence, and flexibility, we help our students learn to have compassion and understanding for those around them.

Edgewood Intermediate School has highly-qualified staff and they are trained yearly with professional development to know how to teach students the most effective way. We strive for the best for our students and seek the most challenging ways to help our students meet their potential.

Edgewood Intermediate Administration and staff understand that moving a student after the beginning of a school year has been established can be very emotional and the adjustment period can be longer than usual. Administration will use every possible strategy to keep a child with his/her classmates until the end of the school year. However, sometimes a behavioral issue can cause need to have placement elsewhere.

## VISITORS

## ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE GOING TO ANY AREA OF THE SCHOOL

Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to write a note to the teacher asking for an appointment or to call the office and ask to schedule a conference. Only parents, guardians, or other relatives will be allowed to visit school. Friends from out-of-town or other schools will **not** be allowed to visit classes without prior approval of the principal.

### **CLOSED CAMPUS**

Students will be required to remain on the school grounds from the time buses arrive in the morning until buses depart at the end of the day including lunch periods.

### **CROSSING ROADS/STUDENT RIDES AND TRAFFIC**

Students arriving in the morning before 8:25 a.m. **must wait with their ride until the bell rings at the Drop Off Zone.** All students who do not ride a bus must enter through the main entrance of the school. Students leaving the school must wait for their rides in the designated area if not riding a bus.

Students walking home or elsewhere must wait at the bus lot until all buses have departed from our school. At no time will students be permitted to walk from school unless the principal has a written note on file in the office giving the student permission to walk to and from school.

### **EMERGENCY PROCEDURES**

#### **EMERGENCY CLOSING OF SCHOOL**

We must be prepared to delay school in the morning or to close schools any day when required by weather or emergency conditions. Please be sure your child knows what to do in case of early dismissal or delay in starting time. Your planning is essential for the safety of your child. The following radio and television stations are notified of emergency closings:

**RBBCSC Home Page**                      [www.rbbesc.k12.in.us](http://www.rbbesc.k12.in.us)

#### **RADIO**

WBWB-FM                      B97

WTTS-FM                      92.3

WGLC-AM                      1370

**TELEVISION**                      Channel 6 or 8

**WEATHER LINE**                      876-9020

#### **FIRE DRILL**

A fire drill is conducted once each month. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students are to remain outside the building with their designated teacher until the signal to return is given.

#### **FALSE ALARMS AND THE LAW**

INDIANA CODE 35-44.1-2-3 states that false alarms or the pulling of the alarm as a prank is a criminal act. Charges against the student can be made to local law authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school. False Reporting or Informing include a person who:

1. Gives a **false** report of the commission of a crime or gives **false** information in the official investigation of the commission of a crime, knowing the report or information to be **false**;
2. Gives a **false** alarm of fire to the fire department of a governmental entity, knowing the alarm to be **false**;
3. Makes a **false** request for ambulance service to an ambulance service provider, knowing the request to be **false**;
4. Gives a **false** report concerning a missing child (as defined in IC 10-13-5-4) or missing endangered adult (as defined in IC 12-7-2-131.3) or gives **false** information in the official investigation of a missing child or missing endangered adult knowing the report or information to be **false**;
5. Makes a complaint against a law enforcement officer to the state or municipality (as defined in IC 8-1-13-3(b)) that employs the officer:
  - a. Alleging the officer engaged in misconduct while performing the officer's duties; and
  - b. Knowing the complaint to be **false**;

6. Makes a **false** report of a missing person, knowing the report or information is **false**; or
7. Gives a **false** report of actions, behavior, or conditions concerning:
  - a. A septic tank soil absorption system under IC 8-1-2-125 or IC 13-26-5-2.5; or
  - b. A septic tank soil absorption system or constructed wetland septic system under IC 36-9-23-30.1;
    - i. Knowing the report or information to be **false**;
    - ii. Commits **false** informing, a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process or if it results in harm to another person.

### **TORNADO DRILL**

A tornado drill is conducted twice each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. If the electricity is off, students and staff will be alerted with short blasts from a bullhorn. Everyone will remain in the designated area until the signal to return is given.

### **LOCKDOWN DRILL**

A lockdown drill is conducted twice each semester during the school year to prepare students and staff in case of an intruder in the building and/or a hostage situation. When the lockdown notification occurs, students will follow the directions of the staff member who is in their immediate vicinity. The drill is conducted to allow the students and staff time to practice various situations and procedures, which could occur.

### **SAFE HARBOR**

Safe Harbor drills are held once a semester. To protect children from potential situations (e.g. biochemical, anthrax exposure, or bomb evacuation), the students and staff will practice the evacuation process to the EPS gym.

### **SCHOOL BREAKFAST AND LUNCH**

EDGEWOOD Intermediate School offers breakfast to all students and lunch for all students who attend for the full day. Prices are: breakfast \$1.10, lunch \$2.45 and extra milk is \$.45. Reduced lunch prices are \$.40 for lunch and \$.30 for breakfast. You may prepay lunch and/or breakfast weekly or monthly at the school. There is no need to write a separate check for lunch and breakfast. Money/checks need to be sent in a sealed envelope with child's name and classroom. Students are encouraged to pay monthly, if possible. However, we do realize that often students will sometimes choose to bring a lunch on some days and buy lunch on others. For these circumstances, the students are welcome to pay for their lunch daily. Milk is available for purchase for those who bring their lunch from home. Reminder – lunches are not to be charged. If a student fails to bring his/her lunch money on a given day, he/she will be given a peanut butter sandwich and a drink.

The account report for student lunches is sent home each Friday for students with an account balance of \$15.00 or less. Account balances may be viewed at [www.cafeprepay.com](http://www.cafeprepay.com), or you may go to our EIS web-site which has the link listed. You may also pay on-line. You will need the student ID number which is on the account report. If you do not have access to a computer, call EIs and ask for the cafeteria.

## **HOMEWORK**

### **HOMEWORK POLICY STATEMENT**

Homework refers to an assignment to be completed during a period of time whether supervised during study time or outside of the class at home. Well-chosen, clearly communicated homework is an integral part of the instructional process in the extension of classroom learning at Edgewood Intermediate School. Homework that teaches, reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also teaches students to work independently and to become more responsible for their own achievements.

### **RESPONSIBILITIES OF THE STUDENT**

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned, so they do not have to be done all at once. It is the student's responsibility to return all work completed to the teacher by the date requested. Students must also make up work missed during an absence.

### **RESPONSIBILITIES OF THE PARENT**

It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents should provide a quiet, well-lighted place in which their child may study. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parents. Parents should check their child's work for accuracy and neatness as needed.

## **HOMEWORK AGENDA**

Students receive a student agenda the first week of school and are encouraged to use it for daily assignments, long-term projects, and upcoming events. This is a communication tool that parents and teachers can use on a daily basis if needed.

## **MAKE-UP WORK**

Make-up work is the responsibility of the student. A student will receive an equal number of days to make up work as he/she was absent from school. Example – if a student is out one day, they have one day to make up the work when returning to school. The student may receive an “F” for work not made up within the appropriate number of days. A request for make-up work can be made on the second consecutive day a student is absent by calling the school office before 9:00 a.m. Requests after 9:00 a.m. cannot be processed until the following school day. Assignment requests are prepared during the teacher’s preparation period; therefore, requests must be limited to extended illnesses. The make-up work and student’s books are to be picked up in the school office before 4:00 p.m. A student who is absent the day of a test is expected to take the test upon returning to school. Again, students are encouraged to record daily assignments, long-term projects, and upcoming events in their agendas.

## **GRADES**

The following grading system is recommended for use at Edgewood Intermediate School:

A+	100
A	93-99
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

## **REPORT CARDS**

Report cards are distributed each nine (9) weeks through Harmony. Report cards are usually distributed to the students on Friday following the end of the nine (9) week grading period. All students absent from school on report card day will receive their report card the next school day in the office.

## **SEMESTER GRADES**

Each semester is divided into two grading periods of nine weeks each. To complete the semester grade the above grading scale will be used. Each nine (9) weeks represents ½ of the semester grade. Special Areas (art, music, and physical education) will give only semester grades.

## **PERMANENT RECORDS**

Permanent records are available for parents/guardians of students during regular school hours of 8 a.m.-3:30 p.m. Student permanent records contain such information as semester grades, attendance records, health information, etc. According to the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act, an educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

1. Inspect and review the student’s records
2. Request an amendment to the records if the parent believes the information to be inaccurate or misleading
3. Limit the disclosure or personal identification information or such other disclosure not required by law
4. Request a hearing with the Department of Education
5. Obtain a copy of the Corporation’s policy of student records

## **ATTENDANCE POLICIES**

Edgewood Intermediate School follows the guidelines of the State of Indiana and Richland-Bean Blossom Community School Corporation policy. (See Corporation Handbook)

## **CLASSIFICATION OF ABSENCES**

Excused Absences are the following:

1. Illness under a physician's care;
2. Death in the immediate family;
3. Quarantine;
4. Religious services;
5. Child to Work Day ( a prearranged absence is required);
6. Probation Officer appointments;
7. Prearranged absences to perform in performing arts;
8. Medical or dental appointments. Upon returning, an appointment card or doctor's note must be presented. Failure to bring such notes may result in the absence being considered unexcused.
9. Service as page or honoree of general assembly
10. Subpoena to appear in court
11. Educationally related non-classroom activity
12. State Fair participation

## **ATTENDANCE PROCEDURES**

Edgewood Intermediate School follows the guidelines of the State of Indiana and Richland-Bean Blossom Community School Corporation policy. (See Corporation Handbook) Parents should call the attendance clerk at 876-2219, (ext. 2403) before 9:00 a.m., for a morning tardy and/or absence. If students arrive late to school, they must report to the office and receive a pass to class. A student that is absent from school may not attend any after school activities. Students with more than 10 absences will require a doctor's statement for each absence after that. Some circumstances such as hospitalization, long-term illnesses will be taken into consideration with this procedure.

## **ABSENCES**

The office will notify you by letter when 10 absences have occurred. If a student is absent more than 10 days in the school year, he/she will be required to have a doctor's note for every absence thereafter. If necessary and appropriate, the school nurse or health aide can certify the absence by determining the student is ineligible to return to school. In such cases, it will be the parents responsibility to bring the child to the school for the nurse or health aide to exam. Absences over 15 days may be cause for retention.

## **DOCTOR'S NOTES**

Although a doctor's note is not required until a student has exceeded 10 days, it is always recommended to bring a doctor's note when returning to school.

## **PERFECT ATTENDANCE**

A student is considered to have perfect attendance is he/she has been in attendance during every school day as having zero absence. An exception would be a death in the immediate family. Our school has an incentive program for good and/or improved student attendance.

## **TARDY TO SCHOOL**

Students tardy to school are to report to the Attendance Clerk to sign in. If a student is tardy to school 10 days per year, a lunch detention or after-school detention can be served.

## **LATE ARRIVAL AND EARLY DISMISSAL**

After the last bell (8:40 AM) has rung, you must come in with your child, check into the office and get a pass for your child before your child may go to his/her room. Also, if you need to pick up your child early before the normal dismissal time, 3:15 PM, the office staff will call the classroom to have him/her sent to the office. Early dismissal disrupts all classroom students, so please try to keep these to a minimum. Students may only be released to a parent or responsible adult whose name is listed as an emergency contact in his/her Harmony Student Data System record. Students must be signed out at the office before leaving the building.

*Students will be marked absent for half-day if they arrive after 10:30 a.m.*

*Students will be marked absent for half-day if they leave before 1:15 pm.*

If someone other than the parent or legal guardian is picking up your child, the teacher or office staff must be notified in writing, otherwise we will send your child home according to the instructions you provided and/or entered into the Harmony Data System. Verbal notifications from the student will not be accepted. Students often confuse facts which cause much inconvenience



for you and the school. If for some reason a particular family member does not have authority to pick up your child (i.e. a non-custodial parent), a legal document must be presented to the school office.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Teach your child at an early age that punctuality is important. Excessive tardiness will lead to a meeting with parents and administration.

## **EXTRACURRICULAR ACTIVITIES**

A student who is unable to attend school is also unable to attend extracurricular activities later in the same day. A student who attends school for the second ½ of the day may attend extra-curricular activities that day. Students serving In School or Out of School Suspensions may not participate in or attend class activities or extracurricular activities on the assigned days.

## **HEALTH SERVICES**

The school health program is a cooperative one involving the entire school staff and the parents. The school program can be adjusted to meet pupil needs based on student health information. The clinic provides first aid service and emergency care for the sick and injured. Beds are available for emergency use. The clinic assists with screening for vision, hearing, and scoliosis.

## **CLINIC POLICIES**

### Administration of Medication at School:

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to Education:

**NON PRESCRIPTION DRUGS** can be dispensed by the school nurse or office personnel if written permission is granted by the parents or legal guardian and a physician. This includes Tylenol, cold formulas, herbs, and any over-the-counter medication. These must be sent in the original container with the student's name. No medication can be given to the student unless it is brought from home with written permission.

**PRESCRIPTION DRUGS** can be dispensed by the school nurse or office personnel if written permission is granted by the parent or legal guardian and a physician. Medications prescribed for an individual child shall be kept in the original container bearing the up to date original pharmacy label that shows the prescription number, date filled, physician's name, directions for use, and the child's name. When no longer needed, the medication will be returned to the parents or destroyed.

**CONTROLLED DRUGS** must be brought to school by the parent or legal guardian (e.g. Ritalin, certain pain medication). These drugs may not be sent home with the student by personnel in the school. These medications will only be released to parents or legal guardians or an individual at least 18 years old who has been designated by the parent in writing.

**I.C. 20-33-8-13:** Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).
- (2) A physician states in writing that:
  - (A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - (B) the student has been instructed in how to self-administer the medication; and
  - (C) the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in IC 20-33-8-13 must be filed annually with the student's principal.

**EMERGENCY SITUATIONS** for critically injured or ill students who may warrant an ambulance or emergency medical service will have these procedures followed:

- Determination of injury/illness by nurse
- Call ambulance or emergency service
- Administer first aid
- Contact principal
- Call parent or emergency contacts
- Complete an accident report

\*Ambulance and emergency medical service cost are the parents responsibility.

## **IMMUNIZATION**

The immunization law states that students will not be allowed to stay at school the first day of school this fall unless they have documentation of having all the required immunizations.

### Verification includes:

- 5 Diphtheria, whooping cough, tetanus immunizations (DPT)
- 4 Oral polio vaccines (OPV)
- 2 Measles (rubella) vaccine after child's first birthday
- 1 Rubella after child's first birthday
- 1 Mumps vaccine after child's first birthday
- 3 Hepatitis B vaccinations

## **EXEMPTIONS**

1. A written statement from a licensed physician stating that this would medically contraindicated
2. A written statement from parent that states this interferes with free exercise of the student's religious rights.
3. The statements will be kept by the school as part of the student's immunization record.

Every child residing in Indiana who is enrolled in an accredited elementary school or high school shall be immunized as determined by the state department of health against:

- (1) diphtheria;
- (2) pertussis (whooping cough);
- (3) tetanus;
- (4) measles;
- (5) rubella;
- (6) poliomyelitis;
- (7) mumps;
- (8) varicella;
- (9) hepatitis A;
- (10) hepatitis B; and
- (11) meningitis.

The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

Before November 30 of each year, the state department of health shall publish a two (2) year calendar of immunization requirements and recommendations. The calendar must include:

- (1) the immunization requirements for the following school year; and
- (2) recommendations for immunization requirements for the year subsequent to the following school year.

The publishing time frame for the calendar described in subsection (c) does not apply in the event of an emergency as determined by the state health commissioner.

The state department of health shall adopt rules under IC 4-22-2 specifying the:

- (1) required immunizations;
- (2) child's age for administering each vaccine;
- (3) adequately immunizing doses; and
- (4) method of documentation of proof of immunity.

## **PROVISIONAL ADMISSION**

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the Process of complying with all immunization requirements. A Schedule of proposed immunizations must be on record at the School office. If the immunization schedule or record is not returned to the school at the scheduled time, a letter will be sent to dismiss the student from attendance at our school.

### **DOCUMENTS ACCEPTED:**

- An official school record from another school
- A record maintained by a parent

A certificate or record signed by a licensed physician or clinic

## **SCHOOL PROCEDURES AND REGULATIONS BEHAVIOR**

1. Be courteous and respectful to peers, teachers, staff and guests.
2. The school dress code must be followed while on the school grounds.
3. Do not use pagers, cell phones, radios, video cameras, or CD/tape players of any variety during school hours. Such items will be taken from the student if used during the school day. These items will be returned to the student after school is officially over the end of May or parents may pick up confiscated items in the front office during regular school hours.
4. There are no hand holding or other types of body contact during school hours or at extracurricular activities unless the activity requires body contact (e.g. dancing).

### **APPLE ORCHARD CAFÉ**

1. Students must use their pin number to access account..
2. Students may access only their account.
3. Students may add money to their account a.m. only.
4. Money should be placed in envelope with student name.
5. All students sitting at a table are responsible for litter.
6. Permission must be given to move from seat in café.
7. Use common sense and manners while eating.
8. Do not touch someone else's food or share items.
9. Follow requests of café supervisors first time given.
10. Students are not allowed to take food/drink from café.
11. Violation of rules can result in an isolated lunch period.
12. Follow Apple Orchard Café procedures posted.

## **CLASSROOM PROCEDURES**

Individual teachers and/or grade levels have procedures that are enforced in their own classrooms. The following guide-lines should be followed throughout the building:

1. Student behavior should encourage learning.
2. Respect others at all times and use courtesies.
3. Follow the classroom procedures.
4. Be responsible and take care of your school.

## **SCHOOL DISCIPLINE**

Edgewood Intermediate School strives to develop good character education for our students. We use Life Goals, Lifelong Guidelines, and Lifelines to help our students become productive citizens and lifelong learners. Edgewood Intermediate School believes that proactive learning results in positive growth toward correct behavior.

Education is a discipline that takes the effort of both parents and school working together towards a common goal to reach each and every student's fullest potential. However, sometimes discipline gets in the way of the learning environment and impedes the learning of all students in a classroom setting. Classrooms have a behavior plan that is set by the grade level which teachers follow. These behavior plans have levels that students work through before referral to the office is necessary. It is the desire of Edgewood Intermediate School staff to meet the needs of all discipline issues at the classroom level. However, this sometimes does not work for some students. Discipline referrals are based on individual student need.

Teachers will give a copy of the classroom behavior plan for their grade level and share information about the classroom procedures on Parent Night.

### **Additional options**

Other options which may be used when students misbehave include counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, or requiring a student to remain after regular school hours to do additional school work or missed school work when removed from the classroom.

### **Proactive Discipline**

Edgewood Intermediate School believes that proactive learning results in positive growth toward correct behavior. EIS will provide programs to help develop positive discipline and good behavior models during the school year.

**It is extremely important as parents to be fully informed about the guidelines set by a school corporation. Please be informed by reading the School Corporation Handbook and talk with your child about consequences. Be proactive in your child's education and support good behavior.**

## **DISCIPLINE OPTIONS**

The following is a brief summary of the disciplinary options which may be assigned to a student by the principal:

### **Detention/Lunch Detention/Half Day In-School Suspension**

A teacher has the right to remove a student from his/her class or activity for the balance of the school day if there is a need to restore order to an atmosphere conducive to learning in the classroom for all students. If a student is a discipline problem in a class, in the cafeteria, at recess, or on any part of school property, the student may receive a Discipline Notice. The referral is sent to the principal who will then determine if a detention is to be served before school, after school, or during the school day.

### **In-School Suspension**

In School suspension (ISS) for 1-10 days is assigned by administration. Students who are given in-school suspension are given assignments by their classroom teacher to work on during the In-school suspension period. Students receive full credit for their work completed during this time.

**STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN EXTRA-CURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED IN SCHOOL SUSPENSION.**

### **Out of School Suspension**

Out of School suspension for 1-10 days is assigned by the administration. Out of school suspension shall be made only after the principal has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN EXTRACURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED TO OUT OF SCHOOL SUSPENSION.**

## **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm or a destructive device on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

## **SUSPENSION/EXPULSION FOR DRUGS**

Any student who knowingly transfers prescribed medication or any drug will be given an informal hearing with parent. If a student is suspended, parent/s will be notified, in writing within one day of the reason for and the length of the suspension.

**Edgewood Intermediate School follows the guidelines set by Richland-Bean Blossom Community School Corporation policy when following DUE PROCESS AND EXPULSION.**

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted any time the student is under the jurisdiction of Edgewood Intermediate School. If there is a reasonable suspicion that the student is in violation of the law or school rules, the school will conduct a search with or without a student's consent.

Anything that is found in the course of the search that may be evidence of a violation will be held by school staff or the law enforcement. The school reserves the right to not return any of the items confiscated.

## **DRESS CODE**

Our school administration and staff continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for a school day. EIS will adhere to the corporation dress code expectations and consequences for violations.

**Students that have questions about particular types or items of dress should talk with the principal or counselor.**

## **BUS TRANSPORTATION**

Students will ride the assigned bus to and from school daily unless parents provide transportation. All students are expected to follow the rules set by Richland-Bean Blossom Community School Corporation. The safety of all passengers is important. The following guidelines will be enforced for school bus safety:

1. Be punctual to the pick up area assigned
2. Stay off the road while waiting on bus
3. Do not move toward bus until fully stopped
4. Refrain from crossing road until signaled by driver
5. Go immediately to seat and sit correctly
6. Remain seated while bus is in motion
7. Keep head, hands, arms, and legs inside the bus at all times
8. Do not litter in the bus or throw anything from the bus
9. Keep books, coats and self out of the aisle
10. Do not touch or tamper with any of the bus equipment
11. Remain seated until the bus has stopped completely
12. Cross the road ten (10) feet in front of the bus

#### **Bus Discipline Procedures**

Bus drivers will contact parents if there is a problem with student behavior or safety. Parents and drivers must work together to achieve maximum safety for students. If problems persists, the student will receive a Bus Conduct form letting the principal know about an on-going problem. The principal will follow these procedures:

1. 1<sup>st</sup> Referral: Student conference
2. 2<sup>nd</sup> Referral: Assigned seating/Detention
3. 3<sup>rd</sup> Referral: Up to One day suspension
4. 4<sup>th</sup> Referral: Up to Three day suspension
5. 5<sup>th</sup> Referral: Up to Five day suspension

**A parent, student, bus driver, and principal conference may be required if problems persist.**

The driver will not discharge a student at places other than their regular stop at home or at school unless s/he has proper notification from school officials. Parents must call or send a note if transportation arrangements are different than what is on the school form by 2:00pm. Any notice of changes after 2:00pm will not be honored. Emergency situations will be dealt with on an individual basis.

#### **LATCH KEY**

Edgewood Intermediate School has a before/after school extended care program. Parents may sign up for this with the Latch Key director. The cost is minimal for this service and all information will be provided by the director. EIS office staff can direct you to the person to contact for this service.

#### **HIGH ABILITY PROGRAM**

Richland Bean Blossom Community School Corporation believes in maximizing the development of each high ability student. Go to the [www.rbbcs.k12.in.us](http://www.rbbcs.k12.in.us) homepage for the High Ability handbook and programming information.

#### **PARENT NIGHT**

Parent night is during the first few weeks of school. It is very important to attend this meeting because it sets the guidelines and routine for students for the entire year. Parents need to be informed of what the expectations are for their child to be successful during the school year.

#### **PROGRESS REPORTS AND CONFERENCES**

Parent-teacher conferences will be conducted throughout the school year on designated Wednesdays. Report cards will be sent each nine week grading period.

#### **STUDY TRIPS**

Students are expected to follow all school procedures and guidelines when on study trips. Any student who does not comply and risks the safety of themselves or others will be sent home. Parents will be required to pick their child up from the location of the study trip.

#### **PTO**

The parent-teacher organization is vital in providing our students with the enriched experiences that a school budget cannot offer. These meetings are held once a month on a designated night in the school library.

#### **BIRTHDAY INVITATIONS**

Edgewood Intermediate encourages all parents to send invites to birthday parties by utilizing times/methods “outside” of the school day. We will not allow students to hand out birthday invitations at school. If you have a situation where you can not contact an individual that your student wants to invite, then contact the teacher directly and she can help arrange communication.

#### **TITLE ONE SCHOOL PARENT INVOLVEMENT POLICY**

Schools receiving Title 1 money are required annually to provide parents with information about their rights as a parent whose child is receiving services from a Title 1 staff member. EIS has a Reading Interventionist that is teacher certified which meets the requirements to No Child Left Behind.

The curriculum for Title 1 students will be the same as the students at that grade level. The instruction may be individualized or small groups, however, the expectations will be similar. Students will be expected to meet the state standards that are required by the state of Indiana and can be accessed at [www.indianastandards.org](http://www.indianastandards.org).

AIMS benchmarking assessments are three times per year and determine eligibility for Title 1 services and monitor the student’s progress. Students are assessed with Acuity and reading assessments which tie into our reading series throughout the school year.

#### **RESPONSE TO INTERVENTION**

Response to Intervention builds on the requirements of the “Every Student Succeeds Act” (ESSA). All EIS students are given AIMS assessment three times per year and Acuity assessment four times a year. All students are given a formal assessment of ISTEP+, IMAST or ISTAR in the spring of each school year.

Response to Intervention is a national movement designed to accomplish three important goals.

1. Insure all students receive research-based instruction,
2. Provide progress monitoring tools that will be utilized in making data-based decisions in terms of interventions and modifications.
3. Provide a more practical method of identifying students as learning disabled. RTI is based on a 3-tiered model that monitors student progress on interventions, and uses this information to determine who is in need of more services.