



**EDISON**  
SCHOOL OF THE ARTS  
SCHOOL 47

**Family Handbook  
2020 - 2021**

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## Letter to Edison Families

Welcome to Edison School of the Arts! This year promises to be filled with unique, exciting and challenging opportunities for all of our students and families as we strive to find ways that we can continue to grow and excel! We embark on this journey with a pledge to you, our students and guardians, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with fun and interactive events. Our staff of highly qualified professionals are committed to providing our students many opportunities both inside and outside of the classroom. You can expect an array of visual & performing arts groups and performances, a wide variety of after-school activities and athletic and cheer teams certain to motivate your Cool Cat to be involved and stay connected!

We look forward to a very positive and productive year together! We extend a yearlong invitation to our families to join us at all school activities and events whenever possible. We value your involvement and your support is vital for our student's success!

Communication is key at Edison. It is important that your contact information always be up-to-date. Please look for:

- a call every Sunday at 6:00 pm for weekly event reminders
- text messages and email reminders (Please make sure your contact information is current)
- a weekly comprehensive newsletter
- a weekly school communication folder sent home every Wednesdays
- a monthly video posted in school, on Facebook and the Edison website
- Social Media and website (Instagram, Twitter and Facebook)
  - <https://www.instagram.com/edisonarts47/>
  - <https://twitter.com/EdisonArts47>
  - <https://www.facebook.com/edisonarts47/>
  - <https://www.myips.org/edisonschoolofthearts>

We encourage you to contact us whenever the need arises, and to please stay in the know about your child's classroom expectations, assignments, assessments, and activities.

Again, we welcome you to Edison and with your support and participation, this will be an amazing year for you and your students!

Sincerely,

Edison's Core Leadership Team

Nathan Tuttle, CEO/Executive Director, [tuttlenl@myips.org](mailto:tuttlenl@myips.org) 317-695-8997

Amy Berns, Principal, [bernsa@myips.org](mailto:bernsa@myips.org) 317-442-7854

Mrs. Crystal Walker, Assistant Principal, [walkercrystal@myips.org](mailto:walkercrystal@myips.org) 219-617-2732

Penny Guthrie, Director of Advancement & Engagement, [guthripe@myips.org](mailto:guthripe@myips.org) 317-501-4888

### Notice of Non-Discrimination

Indianapolis Public Schools (IPS) 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 Human Resources Division, 120 E Walnut St., Room 103 Indianapolis, IN 46204, (317) 226-4150

## **Philosophy, Mission and Vision**

### ***Philosophy***

Our philosophy here at Edison is to always be doing what is right in educating our children under the umbrella of the mission and vision. We communicate with parents and students regularly and we uphold the expectation that parents and students have to educate, assess, modify and repeat, always with a sense of urgency, creativity, and commitment. This is all done with integrity and fidelity on a daily basis while respecting the full intent of the mission and vision of the school.

### ***Mission Statement***

Edison School of the Arts Inc.'s mission is to continue to be an educational and artful resource for all students, parents, community, and staff members by consistent and focused professional development, invitational practices by all, utilizing quarterly and annual reviews. We will continue to develop our educational and arts aesthetic by expanding our arts experiences, exposure, and partnerships.

### ***Vision Statement***

Edison School of the Arts Inc.'s vision provides an environment that promotes high academic and creative achievement through implementation of visual and performing arts course programming and arts integration. We encourage students to become responsible citizens who are culturally diverse. We develop lifelong learners, appreciators, and consumers of the arts.

### ***Daily Affirmation:***

I am an Edison School of the Arts Cool Cat! I take pride in my home, my school and my community. Learning is my top priority. I respect my parents, my teachers, my classmates and myself. I use the words "Please, thank you, please stop and excuse me please" because I am courteous and I would like others to respect and listen to me. I am smart, talented and peaceful therefore I will achieve.

### ***What sets Edison apart from other schools?***

Edison is a K-8 non-auditioned experiential innovation network school. We believe that arts education and learning the language of music as well as the other disciplines increases capacity for academic success and self-confidence.

To that end, Edison employs 9.5 highly qualified arts teachers as opposed to the general 3 offerings that traditional schools have. Specialized arts classes are embedded into the master schedule and arts integration is implemented in all academic classrooms for all grades. Those courses include digital design, animation, sculpture, painting, leveled instrumental groups including band, strings, guitar, dance groups, theater groups, piano classes, music theory, art history, composition, musical theatre, ceramics, choir, drum ensemble, drumline, arts science, stagecraft, stage management and more.

Through our Community Arts Performances we invite outside artists and performers to interact with and perform for our students and take them to at least one outside performance (Symphony, IRT, Butler, etc.) each year. We have produced sell out musicals and over 30 student and community performances a year. Our students have gone on to become Broadway, big screen and local actors, dancers, artists, musicians, and gold medal contest winners.

### **Important Contact Information**

Edison School of the Arts	317-226-4992
Edison Website	<a href="https://www.myips.org/edisonschoolofthearts">https://www.myips.org/edisonschoolofthearts</a>
Edison Facebook	<a href="https://www.facebook.com/edisonarts47/">https://www.facebook.com/edisonarts47/</a>
IPS Information	317-226-4000
IPS Transportation	317-226-4500 or follow @ipsbuses for updated bus information
IPS Police	317-226-4633
Staff	<a href="https://myips.org/edison/staff-directory/">https://myips.org/edison/staff-directory/</a>

### **Suggestions for Student Success**

You can greatly assist your child's education by making sure he/she is fully prepared for school each day including:

- Getting a good night's sleep prior to every school day.
- Making sure the child has breakfast at home or at school.
- Making sure the child leaves home with all the materials and supplies he/she will need for the day.
- Making sure that all homework and other assignments have been completed the night before.
- Finding time to talk with your child and discuss how everything is going at school.
- Limiting the amount of time your child spends watching television and playing video games.
- Include any written information that you feel is important for your child's teacher(s) to know.
- Encouraging your child to do his/her best so he/she can be.

### **Leadership Team**

Edison has a leadership team comprised of the Executive Director, the Principal, the Assistant Principal, the Director of Advancement and Engagement and the Director of Operations. The purpose of the school leadership team is to uphold the vision and mission statement, provide support and direction to staff and students and ensure ongoing collaboration with families and community members.

### **Edison School Board**

Edison's School Board is responsible for ensuring that the academic program of Edison School of the Arts is successful, that the school's program and operation are faithful to the terms of its agreement with IPS, and that the school is a viable organization. The board meets typically on the 3rd Tuesday of the month. The agendas and minutes are posted on Edison's website and updated monthly.

## **Parent Teacher Organization**

Edison has a Parent Teacher Organization (**PTO**) that supports enriching and challenging opportunities for all students. The PTO is open to all parents, guardians, and staff members and you are encouraged to join the PTO and to give of your time and talents to support classroom instruction or extracurricular activities and help raise funds. The PTO welcomes volunteers to chair committees and to plan and work events, fundraisers and festivals. For more information on ways to get involved with the PTO, contact the school office.

## **School Calendar**

A listing of the school year's events is included in your opening school packet. Calendar updates and additions will be communicated through the weekly newsletter, school website, Facebook page Instagram and Twitter. A calendar containing start and end dates, report card dates and vacation days can be found at the end of this handbook.

## **Media Coverage**

Reporters from the local television stations, radio stations, and newspapers often come to Edison 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 be sure to indicate this on your child's permission form. 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.

## **Stay Connected**

School newsletters with important communication, weekly progress reports and student work are sent home in the Weekly Wednesday Folder provided by the school. Any special notices, permission slips, a weekly newsletter, order forms, etc. will also be in the folder. Please reserve time on Wednesday evening to review the contents of the folder, sign the progress report, and send the folder back to school with your child on Thursday.

Families will also receive reminders, notices, and any emergency messages via telephone through our CONNECT-ED system. It is important to keep your general and emergency phone numbers up to date. Please contact the school immediately if your number changes.

A monthly video will be posted on the Edison website and Facebook page informing you of everything happening at Edison that month.

## **School Hours**

- 7:15a.m. Buses unloaded, walkers and car riders enter; breakfast served; students not eating report to designated area
- 7:35 a.m. Students proceed to their classrooms
- 7:40 a.m. Tardy Bell – students must be signed in by an adult and get a pass from the office

2:15 p.m. Monday, Tuesday, Thursday, Friday Student Dismissal  
1: 45 p.m. Wednesday Student Dismissal

### **School Entry/Exit Doors**

All doors are kept locked for your child's safety. Please ring the school doorbell at the front door for entry and report to the office for a visitor's badge before proceeding to classrooms.

### **Before and After School Care**

Edison offers before-and after-school care through the YMCA on site. This service is available from 6:30 a.m. to the start of school and from the end of school to 6:00 p.m. Before school care is only offered if there is sufficient interest. To inquire further or to register, please contact an account specialist at the YMCA Youth Enrichment Branch at 317-887-8788 or visit [www.indymca.org](http://www.indymca.org).

### **Inclement Weather**

Variable weather conditions are to be expected in Central Indiana. If school needs to be closed or delayed, this will generally be announced with an early morning notification through local television, radio, and social media. If you are signed up with CONNECT-ED, you will also receive a notification via your telephone, cell phone or email.

### **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, for the entire schedule of activities. Once your child reaches 12 years of age, he/she shares legal responsibilities for school attendance.

Edison must maintain accurate records of the hours students are not at school. Unless a student is "exempt" from state provisions of public education policies, teachers are required to record arrival and departure time each day, as well as recording days where the student is not in attendance. Additionally, if any student leaves the premises (building and grounds) for any reason, he/she must record the time of departure and return in the front office computer system.

Parents and Teachers are responsible for making sure that time is recorded accurately. Accurate attendance records will ensure that students' attendance will be reported promptly and correct. If parents or teachers find any errors, they are to contact school immediately at 317-226-4992. Falsifying doctor's notes or parent's signatures is prohibited, and could subject the student involved to disciplinary action, up to and including reporting to the Department of Child Services, suspension or expulsion.

### **Attendance and Punctuality**

Absenteeism and tardiness represent a serious loss to student's learning. When students are absent or late, their peers must adjust by covering group projects, arts ensembles that are depending on

the student's presence becomes difficult and imposes a hardship on the rest of the ensemble. It is important that students be at school at the appointed time every scheduled day. If at any time a student's schedule is unclear, the student or guardian should ask a member of the school for clarification to explain it.

Edison recognizes that circumstances beyond a student's control may cause the student to be late or absent from school. However, excessive absenteeism or tardiness in connection with scheduled school times will result in disciplinary action and state agency reporting.

Should a student be unable to report to school, his/her guardian must notify the school before the normal start time on each day of the absence, unless a student has been granted an authorized medical leave. Failure to properly notify the school may result in an unexcused absence. If a student is absent for three (3) consecutive school days, a statement from a physician may be required.

If a student fails to report to school for three (3) consecutive scheduled school days without notification ("no call, no show"), the student will be considered to have "abandoned" the school and therefore voluntarily resigned his/her position within the school and may be replaced with a student on the waiting list.

There are three (3) basic reasons for absences: **Excused, Exempt, and Unexcused.**

Absence Classifications

#### ***Excused Absence***

- Personal illness/injury. A parent must contact the school before 10:00 a.m. and submit documentation upon the child's return. A formal signed statement from a medical service provider is required for each and every absence once your child accumulates more than five (5) absences during the school year.
- Medical, dental, counseling, and other select required appointments (formal documentation required).
- Death in the immediate family (formal documentation required)
- Major religious holidays (documentation required)
- Personal tragedy (with administrative approval)

*Please note: Routine, non-emergency appointments (vaccinations, dental cleanings, etc.) should be arranged outside of school hours or during school breaks. If it is necessary for your child to miss school, she/he is expected to attend school both before and after the appointment.*

***Exempt Absence*** (formal documentation required):

- Participating in an election
- Duty as a page or honoree of the Indiana General Assembly
- Testifying in court under subpoena



### ***Unexcused Absence***

The broad definition of an unexcused absence is any absence not covered under the definition of excused or exempt absence.

*Please note: Student absence due to prearranged family trips/vacations is considered unexcused.*

### ***Consequences of Absences***

The School District and/or Indiana Law provide consequences for excessive student absences and tardiness. The list below is partial in nature:

- School detention
- Parent, student, teacher, administrator, attendance officer conferences
- Discipline referral on the district's Six Step Discipline Plan
- Disqualification from select school programs or activities
- Academic failure
- Disqualification from student Indiana Work Permits and/or BMV Beginners Driver's License
- District Adjudicator referral for building reassignment
- Sanctions by Department of Family and Children
- Referral of parents to the Marion County Superior Court for Failure to Ensure charges and/or referral of students aged 12 and over to the Superior Court for truancy charges.

### ***Tardiness***

Tardiness is defined as arriving to class after the designated start time of 7:45 am. 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. Three unexcused tardies will result in a warning phone call. When a student accumulates five unexcused tardies without legal reason it will result in before or after school detention being assigned by the Principal.

### ***Early Dismissal***

Early dismissal is defined as leaving school prior to the daily dismissal time of 2:15 pm or 1:45 pm on Wednesdays, Parents/Guardians must sign a child out at the school office if leaving before scheduled dismissal. Adults will be required to present identification before a child will be released to them. Students will not be released to anyone other than the parent or guardian unless confirmation has been received from the parent/guardian prior to the release. Designated emergency contacts and those adults able to take your child from school should be listed on the school Emergency Form. Please do not pick students up early from school unless there is an emergency as early departures interrupt instruction for all children. Early departures may result in having disciplinary consequences for students. Excessive unexcused early releases will result in a warning phone call. When a student accumulates five early releases, without legal reason, during a single semester it will result in a before or after school detention assigned by the Principal.

***Please Note: The above section regarding student attendance is a summary of expectations and related information. Please contact the building attendance officer (social worker) for greater details and clarifications.***

### **Illness or Injury at School**

If a student becomes ill or injured at school, the child will be sent to the school office, and if warranted, the parent or guardian 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 the 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 will be contacted immediately.

***Please remember to keep all telephone numbers current in case of an emergency.***

### **Medication**

If your child needs to take either prescription or over the counter medication at school, please include this information on CareDox and send the medication in its original container. 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 update your child's CareDox information or request a medication form from the school office. Access to CareDox can be found at: <http://www.myips.org/Page/38735>.

### **Immunizations**

Please check the table below to ensure your child's vaccinations are up to date as required. The law says the school cannot allow your child to attend more than 20 days without proper vaccinations, 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 from the Indiana State Department of Health at 1-800-701-0704, or at [www.chirp.in.gov/chirp\\_docs.htm](http://www.chirp.in.gov/chirp_docs.htm).

**Indiana 2020-2021 Required and Recommended School Immunizations**

Grade	Required	Recommended	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.  
\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades K-12.

Indiana State Department of Health,  
Immunization Division  
(800) 701-0704

## Complaints and Concerns

Parents are expected to make direct contact to the identified school member if they have any concerns regarding their child. To respect the interests of your child and that of the staff of the school, the following procedures are to be followed.

### ***Concern with a Teacher***

If the concern is with the teacher or a classroom situation, the contact must be made directly with the teacher by calling the school's office and leave instructions for the teacher to call. All staff members have email addresses that they can be contacted on, as well as many teachers offer their personal cell phone number for contact. It is important to remember that the teacher cannot take calls during instructional times. The school's administration will be able to arrange a conference with the teacher if the parent so desires.

- If, after contact is made, the parent still has concerns, he/she is expected to contact the Principal for further clarification.
- If, after contacting the Principal, the concern is still unresolved, an appeal can be made to the IPS Service Center 317.226.4000.

### ***Concern with a Member of the Leadership team***

- If the concern is with a member of the leadership team, the contact must be made directly with the Leadership Team Member.
- If, after contact is made, the parent still has concerns, he/she is expected to contact the Principal.
- If, after contacting the Principal concern is still unresolved, an appeal can be made to the IPS Service Center 317.226.4000.

### ***Concern with the Principal or Executive Director***

- If the concern is with the Principal or Executive Director, the contact must be made directly with the Principal or Executive Director.

- If, after contacting the Principal or Executive Director the concern is still unresolved, an appeal can be made to the IPS Service Center 317.226.4000.

## **Student Records Request**

Education records consist of all official records, files and data directly related to a student and maintained by the Indianapolis Public Schools. Such records encompass all the material incorporated in the student's cumulative folder, and includes but is not limited to general identifying data, records of attendance and of academic work completed, records of achievement in the school curriculum and in standardized achievement tests, results of other evaluative tests (including intelligence, aptitude, psychological, and interest inventory tests), health data, teacher and counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student has the right to inspect and review such student's education records maintained by IPS. A 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.

To obtain student records, a parent will submit a written request to the principal. The request shall specify the specific records which the parent or eligible student wish to examine. Such a request shall be made during reasonable business hours determined by mutual agreement between the principal (or her designee) 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. 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.

If a student enrolls in a new school or district the parent or the receiving school may make the records request.

## **Address/Phone Number Changes**

Changes to your address, phone numbers, and/or email should be communicated to the school secretary as soon as possible 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.

***Not to worry, a change of address does not necessarily require a change of school or district.***

## **Breakfast and Lunch Service**

- IPS participates in a universal free lunch program. All students may eat breakfast and lunch at no charge. Students may choose to bring a lunch from home; there is a \$0.40 charge for milk or juice purchased separately from a school meal.

- Students may not bring soda pop or candy in their packed lunch. If students bring chips in their sack lunch, it should be a small quantity that can be consumed in the cafeteria during lunch. Please supervise the food choices students bring to help promote healthy eating habits.
- Due to allergies, students are not to share or trade any food items in the cafeteria.
- If your child has a medically documented dietary need, please contact the food service for information on modified meals.
- Adults may also purchase a school breakfast and/or lunch (Breakfast: \$2.25 Lunch: \$3.75). Please let us know in the morning if you are going to be at school and want to order lunch.
- If you plan to bring lunch to school for your child, you must arrive prior to the beginning of the lunch period or your child will be provided a school lunch.
- Lunch is a 20 to 30-minute period. Menus are included on the weekly newsletter and on the IPS website.

## **School-Wide Positive Incentives**

### **Live School**

LiveSchool provides data tracking, and rewards for students. Students and parents can use LiveSchool from their phone, tablet, or laptop to view behavior feedback from *all* teachers. When teachers record a comment, it will be instantly visible to the student and their parents. And parents with multiple students have just one login to view all feedback.

### ***Awards Day***

Students who earn honor roll, perfect attendance and student of the month will be recognized at awards days. Honor roll will be awarded to students who achieve A's and B's in all academic and arts courses.

## **Transportation**

### ***Walkers***

Parents are asked to instruct their children in safe habits, including crossing the street only at corners and returning straight home after school.

### ***Car Riders***

For safety purposes, please drop off and pick up your student in the rear parking lot of the school by entrance 8. Please do not use the front bus zones. When dropping off or picking up, all cars are to enter the back-parking lot. Cars are to drive along the back row of the parking lot closest to the river. No cars should drive down any other aisles of the parking lot. Do not park your car and walk your child to the door. Remain in the car rider line at all times. No student may be dropped off before 7:15 am. Please hang your pre-printed car tag on your rearview mirror when picking your student up.

### ***Transportation Changes for One Day***

If your child's transportation is changing for the day, you must send a note to the teacher in the morning and/or call the office with the change no later than 12:30 pm. Our phones can get very busy from 1:30 pm on, so the earlier the call, the better. If your child is going to ride home with another child, a note from parents of both students must be received that morning and signed by the school administrator. Students cannot ride a bus home with another child unless it is their assigned bus. If there is no note or phone call to inform the school of a transportation change, the student will follow their usual mode of transportation.

### ***Transportation/Bus Route Changes***

All bus transportation changes must be made through the office. Proof of address is required. Generally, it takes 3 working days for a bus stop change to take effect.

### ***Bus Information***

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 317-226-4500. In the event that your child does not arrive home at the expected time and you are unable to reach transportation, call the school office or IPS Police at 317-226-4633. We will attempt to reach parents via our Connect-Ed system if buses are running late at dismissal. The most current bus information is available on Twitter at @ipsbusses.

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 mailed to students by the district. Students not following bus safety/behavior guidelines will be referred to the office and may lose bus riding privileges.

### **Recess**

All K-5 students have a daily recess period. Recess is generally scheduled before lunch and is supervised by staff members. Parent assistance at recess is greatly appreciated. Call the office to volunteer in this area. Additional recess time may be provided in grades K-5 during the school day. 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 do not go outside if temperatures and/or wind chill is below 20 degrees Fahrenheit or above 90 degrees Fahrenheit.

The play area consists of blacktop and a mulched area with playground equipment. Tennis shoes are the recommended footwear for school. Closed-toe shoes with a back strap are always required at 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.

## **Books**

### ***Lost Books***

Textbooks and library books are furnished to students on a loan basis. Parents/guardians will be charged for lost or damaged books.

### ***Book Rental***

Book rental is due during the beginning months of school. If you need assistance in paying the textbook rental, please make sure you fill out the necessary assistance forms (mailed home and available online and in the school office) by the September deadline communicated on the form. Questions regarding the assistance application form may be directed to the IPS Call Center 226-4000. Unpaid book rental fees are turned over to collections at the end of October. Fees will be shared at the beginning of each school year for elementary students; book rental fees for middle school students is dependent upon class assignments and will be shared with parents in August. Book rental payments may be made through cash, check, money order, or online. At the printing of this document, the 2018-19 book rental rates were not yet available. New rates will be communicated through the school newsletter and on the Edison website.

## **School Computers, E-mail System, and the Internet**

The use of messaging and the Internet to further efficiency and capabilities is encouraged; however, the use of the Internet and messaging can be associated with some school dangers and difficulties. Each user will be personally accountable for his/her appropriate use of the Internet, email and school computers. Passwords should not be written down or revealed to anyone. The following guidelines and information have been developed by Edison in preparing school email/messaging and internet policies to help students make thoughtful decisions when using the electronic communications:

- Students should not have any expectation of privacy with respect to personal electronic communication sent or received on the school network. Because electronic communication is not private, students should avoid sending personal messages that are sensitive or confidential.
- Users should be aware that software and systems are in place that can monitor and record all Internet and email usage, email messages, and each file transfer into and out of internal networks. Edison reserves the right to review information recorded and monitor information at any time.
- Each person using the Internet and email facilities of Edison shall identify himself or herself honestly, accurately and completely.
- Intentionally transmitting, storing, accessing and/or displaying of any kind of sexually explicit or otherwise objectionable image or document on the system is a serious violation of Edison existing policy on harassment and is expressly forbidden. Sexually explicit or objectionable material may not be accessed or archived, stored, distributed, edited or recorded using the Edison network or computing resources. Objectionable material

includes, but is not limited to, messages containing derogatory, harassing, or inflammatory remarks about an individual or group's race, color, national origin, sexual orientation, gender, religion, age, disability or other characteristic or attribute not related to academic or artistic performance.

- The Internet, email, and computing resources must not be used knowingly for any activity that would violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any way.
- Personal use must be infrequent, used only in necessary circumstances and must not:
  - Involve prohibited activity;
  - Interfere with the productivity of the student or his/her peers;
  - Consume system resources or storage capacity on an ongoing basis; or
  - Involve large file transfers or otherwise deplete system resources available for learning purposes.
- To prevent computer viruses from being transmitted through the system unauthorized downloading of any software or instant messenger services is prohibited. All software downloads must be approved and installed by authorized personnel.
- Copyrighted materials belonging to external entities may not be transmitted by students on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from Edison or legal action by the copyright owner.
- Other prohibitions may include:
  - False, misleading or libelous material.
  - Posting chain letters, jokes, solicitations, or advertisements not related to some business purpose or activity.
  - Use for personal gain.
  - Use for political or religious activities except as permitted by applicable federal, state, and local laws.
  - Transmitting/posting confidential material/data.

Students or guardians with questions regarding network, email or Internet use should ask a member of the core leadership team.

### ***PC/Local Area Network***

Personal Computers, Tablets and Local Area Networks are property of Edison and are intended to be used for school purposes only.

While students may have a personal password to access their computer or network, Edison reserves the right to monitor any workstation in order to ensure compliance with School policy. Students should not expect that applications or data resident on either the hard drive or the network server will be private, or that no one else will have access to them.

The network and workstations may be periodically audited for viruses and unlicensed software. To prevent computer viruses from being transmitted through the computer system or possible



copyright violations, employees are prohibited from installing or downloading any software (i.e.: instant messaging, games, screensavers, weather programs, music, etc.) without prior authorization from Edison. All software installed or downloaded must be registered in accordance with instructions from Edison. This action will be taken in order to protect Edison's liability with respect to software licensing agreements, as well as to minimize negative impacts on the network, such as viruses and excessive use of the network resources.

Students violating the PC/LAN policy will be subject to disciplinary action, up to and including suspension or expulsion.

## **Telephone Procedures**

### ***Parents calling school***

Teachers will not be transferred a call during instruction time unless it is an expected call from a parent/guardian to discuss discipline with their child or a family emergency.

### ***Students calling home***

If a student needs to communicate with their parent/guardian regarding transportation changes or uniform clothes, the teacher may approve calls from the classroom during appropriate non-instructional times. Students may not use the phones without staff permission. Calls will be made under the direct supervision of a staff member.

## **Personal Property**

### ***Electronics and Cell Phones***

IPS policy says that students may not possess or use "on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such a device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule."

This includes cell phones, gaming systems, and portable music devices. Cell phones are NOT allowed on a student's person at any time during the day other than arrival and dismissal. If this rule is violated, cell phones and other electronics will be confiscated and held until a parent is able to come to school to pick up the device. Students will be expected to turn off phone upon entering the school building. The cell phone must be kept in the students backpack in their locker or cubby. The school is **not responsible** for lost, stolen or damaged phones or other electronics.

### ***Personal Property***

Edison is not responsible for loss or damage to personal property. Valuable personal items such as purses and all other valuables should not be left in areas where theft might occur. Most 4<sup>th</sup> and all 5<sup>th</sup>-8<sup>th</sup> grade students have a locker and is expected to place all personal items in them including but not limited to their coat, book bag, lunch box, gym shoes, band instrument, electronic devices, and

extra school supplies. If your child's teacher allows 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. The school is not responsible for any loss or damage to items brought to school with or without permission.

### ***School Lockers and Storage***

Locker privileges may be revoked if a student uses another student's locker, gives his/her combination to others, or displays/stores inappropriate items in the locker.

Edison may, at its discretion, inspect any locker or property suspected to contain items that are not allowed in school or that are suspected to be a danger/threat to other students or faculty members physical or emotional well-being. Core leadership, school counselors and Behavior Adjustment Facilitators have the right to search student lockers and materials in the locker at any time. Locker searches are conducted with two people at all times. A student may be asked to empty their pockets. If any type of further search is needed to ensure the safety of students and staff, or the student is refusing to cooperate, IPS Police will be called to assist in conducting the search and parents/guardians will be notified.

### ***Money and Notes***

Any money (for lunch, 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's and teacher's names and the purpose of the money on the front. Please limit the amount of money sent to school with your child to the exact amount needed.

### **School Property**

Prior authorization must be obtained before any school property is removed from premises.

Upon withdrawal, students are expected to return all property, including, but not limited to, library books, text books, technology and any other educational materials which have been entrusted to the student's care or use during enrollment. All property should be returned on or before the final day of attendance.

Parents may be required to sign and date a statement that all property has been returned in the same condition, except for normal wear and tear, as it was at the time the property was issued. This statement will be countersigned by the administration team, acknowledging the property has been returned in satisfactory condition. Parents will be responsible for item replacement cost for failure to comply with the return of equipment in satisfactory condition on or before the date of withdrawal. Parents will be billed by Edison for the item's replacement costs.

### **School Safety Plan**

Each school has a detailed safety/emergency plan in place developed in collaboration with the IPS

Safety Office. Schools conduct Fire Drills, Lockdown Drills, and Tornado Drills during the 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 CONNECT-ED phone system. School doors are kept locked always. In case of emergencies that would require an early dismissal or evacuation off-site, parents will be notified through one or more of the following: TV and radio news broadcasts and Connect-Ed.

***For emergency purposes, it is imperative that parents keep their contact information up-to-date at all times with the school office.***

## **School Pictures and Yearbooks**

### ***School Pictures***

School pictures will be taken by Lifetouch for all students in the fall and optional in the spring. Core leadership team will manage the school picture schedule for all classes.

### ***Yearbook***

All teachers will take pictures of great things happening in their individual classrooms for the yearbook. Guardians are encouraged to take pictures of events and submit them to the front office for inclusion in the yearbook. No student should be left out of the year book under any circumstances.

## **Visiting the School**

Family members are important to our school community and are welcome as long as their visit is considered to be friendly and beneficial. Edison welcomes family volunteerism, assistance in the classroom, and observation of your child in the instructional setting. In order to keep a record of your visit and for the safety of all our students, you must sign in at the office immediately upon entering the school. A Guest Pass will be issued to be 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.

### ***Volunteering***

Edison staff and the PTO welcome volunteers! Any adult working with students, during school time or after school, must have an **Application to Provide Volunteer Services Form** on file. Criminal History Background checks are required annually of all volunteers. Please be aware that it may take up to two weeks for your volunteer application and background check to be processed. These policies are in place to guarantee the safety of your children.

### ***Birthdays and Parties***

Several times during the school year, classrooms may plan small whole-class celebrations (Valentine's Day, project presentations, the end of the school year, etc.). Please do not plan birthday parties during the school day. You may only bring birthday treats to school to be served

during the student's regularly scheduled lunchtime. Birthdays parties are family celebrations to take place at home. 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, please mail or email invitations to each 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 they are disruptive to instruction. Helium balloons are not permitted in school at any time.

### ***Prohibited Visitors***

In order for the staff at Edison to prevent a parent or other person from visiting or picking up a student, the custodial parent/guardian must provide a court order stating that the named person cannot have contact with the child.

### **Fundraising**

Throughout the year, Edison, the PTO, and student groups sponsor fundraisers to support school programming and to support causes around the world. If your family does not wish to participate in a fundraiser, you are invited to make a donation to the school instead. Families are encouraged to take advantage of employer matching contribution programs that may be available through your employer to support programs at the school. Additionally, if you sign up to make contributions to the United Way through payroll deductions, you are able to designate that your contributions be directed to Edison. Contributions to Edison or the PTO are tax deductible and a receipt may be requested.

### **Title I**

Edison qualifies for Title I (based on the percentage of poverty within our school attendance area). Our federal Title I funds pay the salaries of additional staff who provide extra help in reading and math to students in need of these services and facilitate parent workshops. An annual Title I meeting takes place at the beginning of the school year.

### **Extra-Curricular Activities**

Edison students are offered a variety of opportunities including before- and after-school clubs, scouts, and athletics. Information is sent home separately pertaining to these activities including participation guidelines, meeting dates, and fee amounts (if applicable). If you would like to facilitate an extracurricular activity or coach at Edison, please contact the school office. You must have a volunteer application completed and approved before supervising students before or after school. Additionally, outside providers offer our students opportunities (karate for example), usually for a small fee.

### **Lost and Found**

Lost items are placed in a designated area near the cafeteria. Unclaimed items are donated to charity at fall break, winter break, spring break, and summer break. Families may want to consider clearly labeling coats, lunch boxes, and book bags for speedy return to the owner.

## **Academics**

### ***Homework***

Homework can serve many purposes including: fostering effective study habits and self-discipline, reinforcing and/or extending the learning experience from the classroom, and strengthening the communication between home and school while providing parents an opportunity to become involved in their child's school education. Your child's teacher will provide you with homework guidelines for the classroom. Parents are encouraged to become involved in their child's homework, providing help when needed, but ensuring the work is completed by the child.

### ***Agenda Organizers***

Edison agenda organizers are required for students in grades 5-8. The school orders the organizers for students. The cost of \$6.00 will be collected the first week of school.

### ***Student Report Cards, Portfolios, and Parent Conferences***

Report cards are issued four times per year. Report cards are criterion and standards-based and align with our curriculum. Information about the format of report cards is shared by teachers. Parent conferences are held in the fall. Conference attendance is mandatory. Midterms reports are sent home half-way through each grading period. Weekly progress reports and newsletters are sent home in the weekly folder.

### ***Student Promotion and Retention***

The IPS School Board Policy is followed. Students will need to have completed the prior grade level to be admitted to the next grade. In an elementary and middle school setting, prior grade level requirements are determined collaboratively by the curriculum requirements set forth by the state, the teacher, special education teacher (if applicable), and the core leadership team. The principal sends a letter home at the end of the first semester, in January, if a child is being considered for retention and an action plan is developed with teacher and parent input. A second letter is sent home in May with the retention decision. According to IPS policy, the principal has final say in retention decisions.

### ***Grading***

All grades reflect the student's mastery of the standard and are backed by the teacher with accurate supporting documentation. A is exceptional, B is above average, C is average, D is below average and F is well below average.



Edison School of the Arts  
Gradebook Expectations

**Starting with the Why:**

- Due to the new racial equity policy that IPS/Edison has adopted, we want to make sure that our actions align with what we said we would do to promote racial equity and expand opportunities for all of our students.
- After analyzing our district's attendance data, on-track data, and graduation rates, our (IPS) data shows that we are significantly behind the state on these metrics and there are glaring achievement gaps between black students and other demographic groups.
- We need to ensure our grading policy reinforces student performance and not student compliance/behavior.
- We need to know how students are doing consistently so we can intervene early and often.

**Part 1 of the Policy: The No-Zero Policy**

- The following would be Edison's grading scale:

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

**Rationale:**

- Rationale: There is a 10-point spread for each grade, from 100 down to 50.
- The scale stops at 50. This is the equivalent of a 0. You can't get a lower grade.
- Several students fail courses for compliance reasons. Students miss work and teachers will assign zeros.
- If a student has accumulated zeros and if classwork/homework is equally weighted in the gradebook, a student's chance to pass a course or stay on track is extremely diminished.
- Implementing a no zero policy gives students opportunity to improve their grade and the grade can be more reflective of mastery vs. compliance.
- You must have a MINIMUM of a C average to apply to most colleges and/or universities.

**Part 2 of the Policy: Gradebook Weights and Expectations:**

Category	Percentage	Frequency
<b>Formative Assessments:</b> classwork, bell ringers, discussions, quizzes, labs, etc.	55%	Approximately 3 per week
<b>Homework</b>	10%	Approximately 2-3 times per week
<b>Class Citizenships:</b> participation, preparation, SEL work, etc.	5%	Daily
<b>Summative Assessments:</b> Interim assessments, benchmarks, unit exams, performance tasks, essays and summative projects	30%	Minimum 2 per quarter

- All teachers must utilize the weighting categories as specified above.
- All teachers must enter grades in the electronic gradebook in PowerSchool.
- If students do not submit work or fail an assignment/assessment, teachers may enter the percentage of 50 for the "lowest F".
- Minimum number of 5 grade entries per week.
- Grading that takes more time (projects, major assignments, and assessments, teachers will have up to one week to enter assignments).
- Students should be given opportunities to make up their work if they failed to submit it on time: work can be varied, and late work can be subject to penalty including "lowest F".
- Teachers must update their electronic gradebook weekly.
- All teachers must adhere to the lowest zero at all times.

### ***Withdrawing***

If a guardian chooses to withdraw their child, he/she is requested to give the school as much notice as possible. The legal guardian is required to fill out a “withdrawal” form that can be obtained from the front office personnel. The withdrawal form indicates the reason for leaving, and what school you will be attending. A student must, by law, be enrolled in a new school within 10 days of withdrawal from a school. If students move out of IPS, they may still be able to attend Edison with parent-provided transportation.

### ***Field Trips/Educational Field Experiences***

The students at Edison participate in field trips throughout the school year. Field trips are academic activities that are held off school grounds. Attendance rules apply to all field trips and students who violate school rules may lose the privilege to go on field trips. Parents are asked to sign a blanket permission slip at the beginning of the school year. Guardians will be acknowledging that students can attend all Edison field trips. Parents will be notified of the upcoming field trip with a letter, newsletter and phone calls. While Edison encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Due to entrance fees, parents are sometimes asked to donate this fee, but no child will be denied participation because of inability to contribute. Younger siblings and those not attending our school are not permitted to attend field trips. Parents are often requested to participate on Field Trips as volunteers.

### ***English as a Second Language (ESL)***

We offer an ESL program to help English Learners participate fully in their educational experience at Edison and in their social lives in our community. To accomplish this goal, we offer instruction in listening, speaking, reading, and writing in a variety of ways to attain proficiency in academic and social English.

### **Controlled Substances**

#### ***Policy on Controlled Substances - Disciplinary Action***

Edison undertakes to make a good faith effort to continue to maintain a drug-free environment through the implementation and adherence to this policy.

The unlawful manufacture, solicitation, distribution, dispensation, possession or use of illegal drugs, prescription drugs or drug paraphernalia is strictly prohibited by Edison. Students who violate this provision will be subject to disciplinary action up to and including recommended expulsion.

Any student who reports to school (on the school campus or while conducting school related activities offsite) under the influence of any drug (including alcohol) which is not prescribed to the student by authorized medical personnel will be subject to disciplinary action up to and including recommended expulsion.

Any student undergoing medical treatment with a prescribed drug that may affect the individual's ability to effectively perform his/her school duties must report this fact to his/her teacher and front office administrative assistant.

Any student who voluntarily requests assistance in dealing with a drug or alcohol problem may talk to any appropriate staff member/counselor who will report the issue to the parents and collaboratively assist in connecting appropriate resources.

## **Student Behavior and Discipline**

Students are expected to follow the school expectations that are set forth.

Adults are always in charge. School-wide expectation posters that are provided are to be posted in the classroom and communicated with students.

### ***Discipline Policy***

The purpose of this policy is to state Edison's position on administering equitable and consistent discipline for unsatisfactory conduct in the school. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all student levels. Edison utilizes the framework set forth in the IPS Code of Conduct that is located on the Indianapolis Public School's main website.

Edison desires to ensure fair treatment of all students and making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the student for satisfactory job performance in the future.

Disciplinary action may call for any of the steps – documented verbal warning, written warning, final written warning (which may include suspension), or expulsion of enrollment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. Documented verbal warning
2. Written warning parent contact
3. Classroom teacher exhausts all efforts of behavior plan in the classroom
4. Administration called to remove the student for written consequence or time out.
5. Suspension

Edison recognizes that there are certain types of student behavior problems that are serious enough to justify either a suspension, or, in extreme situations, expulsion, without going through the usual progressive discipline steps.



By using progressive discipline, Edison believes that most student problems can be corrected at an early stage, benefiting the student and Edison.

### ***After School Detention***

After school detention for 7<sup>th</sup> and 8<sup>th</sup> grade only is held weekly on Tuesdays and Thursdays from 2:15-5:15 pm and monitored by a teacher. Students can ride the after-school bus home. If a student misses detention, then they will be suspended for 1 day. The school will contact the parents when detention is necessary. If a parent is non-supportive of the detention, then the student will be suspended for 1 school day.

### **Social Media**

Social media can be a fun and rewarding way to share life and opinions with family, friends and peers; however, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about the use of social media, these guidelines have been established for appropriate use.

Students are not permitted to use social media while on at school. Students are not permitted to use school email addresses to register on social networks, blogs or other online tools utilized for personal use. Students should avoid “friending” or establishing personal connections with staff on social media sites unless a designated school profile is being used for this explicit purpose.

Students should always be-kind to fellow students, teachers and administrators. They should also keep in mind that school-related complaints are more likely to be resolved by speaking directly with school personnel rather than posting complaints to a social media outlet. Nevertheless, if student complaints or criticism are posted, students should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage students and their families, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile learning environment on the basis of race, sex, disability, religion or any other status protected by law.

Students should always be honest and accurate when posting information or news, and if a mistake is made, it should be corrected quickly. They should be open about any previous posts that have been altered. Students should never post any information or rumors that are known to be false about Edison, fellow students, teachers or administrators.

Students/guardians should express only their personal opinions. Students should never represent themselves as a spokesperson for Edison. If Edison is a subject of the content being created, students and guardians should be clear and open about the fact that they are a student/guardian and should make it clear that the views expressed are their own. Students/guardians should consider adding a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Edison School of the Arts, Inc.”

Any threats or statements made during non-school hours are still applicable to disciplinary action if the threat or statement disrupts the learning process or compromises the emotional and physical safety of any Edison student or guardian and may be subject to suspension and/or reporting to the local agencies such as police and/or Department of Child Services.

Edison prohibits taking negative action against any student/guardian for reporting a possible deviation from this policy or for cooperating in an investigation. Any student/guardian who retaliates against another person for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including suspension.

If students/guardians have questions or need further guidance, please contact Edison. Violation of any part of this policy may result in disciplinary action up to and including suspension.

## **Special Education/504's/MTSS**

### ***Special Education***

The Special Education Department works in collaboration with teachers, parents and administrators to ensure that students with disabilities receive the appropriate instruction in an inclusive environment and support they need to achieve. Special education and related services are offered throughout the district to students aged three to twenty-one.

### ***Section 504***

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon one's disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Please contact your school's social worker for questions about 504 plans. The school will work with the guardian and student to assure full compliance with IEP's, 504's, BIPS (behavior intervention plans).

### ***Multi-Tiered Systems of Support (MTSS)***

If there are students who have academic, social or behavior concerns, a teacher is encouraged to make a referral to MTSS (multi-tiered systems of support). A team will meet with the teacher to discuss the student's strengths and challenges to develop an intervention plan. The teacher is then responsible for implementing the intervention plan with fidelity and collecting data. The team will then meet 4-6 weeks later to check the progress of the student. The intervention plan can continue or be modified. At that point it is possible that the student may be referred for testing with parent approval.

### ***Midtown Mental Health Services***

Additional counseling services are offered through a contracted agency called Midtown. Parents can request through their student's teacher or make direct contact with Midtown for their student

to be seen by a Midtown Counselor. Teachers will submit a referral form to the school counselor or social worker to begin the process.

## **Anti-Bullying**

### ***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 Policy 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 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.

Edison staff 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, staff are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.

Parents or students who suspect that bullying is taking place should report the matter to Edison staff. Upon receiving the report, the school counselors/social worker and/or Behavior Adjustment Facilitator, will investigate the matter at the building level and consequences will be assessed as appropriate, consistent with the Board's policy entitled "Student Discipline."

## **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 Edison 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.

Edison is committed to providing a learning environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex will not be tolerated.

***Discrimination or Harassment Based on Race, Color, Religion, Sex/Gender, National Origin, Age, Disability, or Genetic Information***

Edison is committed to providing a productive learning environment, where all students can enjoy a workplace free from discrimination or harassment on the basis of race, color, religion, sex/gender, sexual orientation, national origin, age, disability, genetic information or any other status as protected by law.

***Title IX Coordinator***

IPS has designated a Title IX Coordinator, who has responsibility for IPS's compliance with Title IX, including directing the investigation of complaints and reports of sex discrimination and harassment and assuring that prompt and effective corrective action is taken. Call the IPS Call Center 226-4000 and ask for the Title IX Coordinator.

***Reporting and Complaint Procedure***

Any student who believes he or she has been discriminated against or harassed should immediately report the conduct to Edison core leadership team, teacher, counselor, social worker or other staff member. Students can raise concerns and make reports without fear of retaliation or discrimination.

If warranted, a report will be filed with the Department of Child Services. They will conduct a thorough and impartial investigation of all complaints which will be conducted in a timely and confidential manner as possible. The facts will determine Edison's response to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action, up to and including suspension and recommended expulsion.

Any faculty member who becomes aware of possible harassment must immediately advise Edison so it can be investigated in a timely and confidential manner. In addition, any student who is a witness to harassment at the school is also expected to report the conduct to Edison's core leadership team or faculty member.

***Addressing Concerns***

Your teachers, staff and members of Edison's administration team are available to help students resolve misunderstandings. If students have a school-related problem, it should first be discussed with the staff member, not taken up on their own with violence or threats.

***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, the time depending on the nature and complexity of the issues but generally taking no more than 30 days.

The Title IX Coordinator will assist the building principal in determining whether to take interim measures during the investigation and whether IPS is required to report the incident that is the subject of the complaint to Child Protective Services.

At the conclusion of 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 found to be substantiated.

Except to the extent 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, the decision of the Superintendent is final.

### ***Guidelines***

The Superintendent is directed to promulgate administrative guidelines and arrange for appropriate training for implementation of this policy. The guidelines will include complaint procedures providing for prompt and equitable resolution of complaints alleging sex discrimination or harassment of a student. This policy should be read in conjunction with IPS' general anti-harassment policy and procedures for reporting abuse and neglect to Child Protective Services.

### **“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 and 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 material contained in a cellular telephone, 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 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.

### **Uniform/Dress Code**

Edison students are to constantly model the utmost professional behavior. The dress code isn't just about how students look, it's about how students behave and achieve. Proper attire is the first step

in creating a classroom environment that provides a laser focus on instruction, not fashion. Professional dress is an extension of this mindset and students will be expected to dress in the same manner as required of Indianapolis Public Schools (IPS) students unless otherwise specified by the Principal.

**General Guidelines:**

- Leggings may be worn only if the seat area is covered completely by another article of clothing such as a dress or skirt.
- Business casual shorts of professional length are permitted
- Dresses, blouses or shirts that have see-through or cut-out elements are *not permitted*
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature will *not be permitted*.
- Clothing that is excessively tight fitting or sexually suggestive will *not be permitted*.
- Clothing that is provocative, revealing, indecent, vulgar, obscene, or profane will *not be permitted*.
- Articles of clothing more than three inches above the top of the knee, including, but not limited to, dresses, shorts and skirts will *not be permitted*.
- Jeans may be worn on designated Fridays (typically the last Friday of the month) as long as they are not torn, slit, ripped or contain holes. They must be worn with a “spirit wear” top. Jeans may be worn Monday through Thursday only when a field trip to a camp or woods has been scheduled.
- No “hoodie” sweatshirts may be worn inside or outside the classrooms unless it is Edison spirit wear. Hoods must remain *off* while on school property.
- Earrings and nose ring studs are approved; however, all other facial jewelry must be approved by the principal.

**Specific guidelines:**

- Pants must be black, beige or navy blue. No rips, tears or fake holes in pants are permitted.
- Shirts must be collared and a solid color.
- Shoes must be closed toe.
- Dresses/skirts must be knee length.
- Leggings of any color or design may be worn as long as they are not the primary pant and worn under a skirt. No design that might be perceived as offensive or transparent will be permitted.
- Shorts must be no shorter than two fingers above the knee.

**Not permitted:**

- Bandanas
- Denim including jeans of any color
- Jean jackets

- Jackets, coats, hoodies other than Edison
- T-shirts other than Edison
- Jogging pants made of “sweat pant” material
- Hats, or head coverings not for religious purposes

***No student shall be considered non-compliant with the uniform dress policy in the following instances:***

- Wearing a button, armband or other accessory to exercise the right to freedom of expression as provided by law, unless the button, armband or other accessory signifies or is related to: gangs, gang membership or gang activity; hate groups; lewd or profane expressions, symbols or signs; drugs and/or drug use; drinking or alcohol; derogatory statements or expressions; etc. (The principal or his/her designee will make the official determination of the appropriateness of the button or other expression of speech)
- Wearing the uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts, on regular meeting days
- Wearing the uniform of JROTC or other school military programs on the required uniform days
- Wearing uniform modifications specified in a waiver obtained from the district by a parent or guardian
- Wearing non-uniform apparel on campus outside of the normal school hours

***In general: Edison reserves the right to make a final decision on a student’s clothing based on reasonable judgement and circumstance consideration.***



# RESOURCES

## Acronyms

All organizations use acronyms! To assist with communication, some of our common acronyms follow:

Acronym	Definition
504 Plan	Individual plan to address students' academic needs related to medical diagnoses
ELL	English Language Learner
ENL	English as a New Language
HA	High Ability: refers to a student identified with high abilities or gifted academically.
IEP	Individual Education Plan: developed for students with special needs.
IREAD-3	Indiana Reading Evaluation and Determination (IREAD-3)
ISTEP+	Indiana Statewide Testing for Educational Progress Plus
M-Team	The multidisciplinary team includes the school psychologist, special education personnel, the principal, and social worker. This team meets weekly to review student progress and make decisions regarding the testing of students for special education.
MTSS	Multi-Tier Student Support: This team of school-based educators meets to examine student progress and develop RTI or behavior support plans if needed.
NWEA	Northwest Evaluation Association provides Measures of Academic Progress (MAP) formative assessments. Edison students in grades 3-8 take this online formative assessment three times per year. Student growth is measured and communicated to students and parents.
PIT	Parents In Touch: parent-teacher conference day.
PLC	Professional Learning Community: Teachers meet weekly with their grade level team, the literacy coach, the IB coordinator, and the principal to plan curriculum, assess student progress, and evaluate teaching and learning strategies.
PTO	Parent-Teacher Organization
RTI	Response to Intervention/Instruction: Interventions that are put into place to address students' academic needs when the child is performing below expectations. The MTSS team meets regularly to review student progress and to develop an action plan to address students' needs. The child is invited to participate.

## **Student Expectations**

### **Classroom**

Adults are in charge

Follow directions

Stay seated or in designated area unless you have permission to move

Cell phones placed in locker. Backpack or given to the teacher

Raise your hand to teach

Make good choices

Do not waste supplies

Be kind to each other

Use the words Please, Thank you, Please Stop and Excuse Me Please

Khafooty (Keep hands and feet other objects to yourself)

### **Cafeteria**

Adults are in charge

Follow directions

No yelling & no profanity

Stay seated & raise your hand to ask a question

Place items you do not want on the designated table

Be kind to each other

Use the words Please, Thank you, Please Stop and Excuse Me Please

Khafooty

### **Bus**

Adults are in charge

Follow directions

Face forward

Stay seated at all times.

Never throw trash out of the windows

No eating on the bus

Tell the driver or monitor immediately if you are hurt

Be kind to each other

### **Restroom**

Follow directions

Do not waste supplies

Always wash your hands

Do not linger

Do not disturb others

Use the words Please, Thank you, Please Stop and Excuse Me Please

Khafooty

### **Hallway**

Adults are in charge

Follow directions

Face forward, hands to sides, in pockets, or behind backs

No running

No talking

Respect personal space

Be kind

Use the words Please, Thank you, Please Stop and Excuse Me Please

Khafooty

### **Recess**

Adults are in charge

Follow directions

Share

No name calling or profanity

Inform the teacher immediately if you are hurt

Be kind to each other

Use the words Please, Thank you, Please Stop and Excuse Me Please

Khafooty

### **Lockers**

Lockers must be kept clean

Do not give out locker combinations to other students

Never open another student's locker

Do not linger

Lockers will only be used for school supplies and personal items while at school

School staff may inspect lockers at any time

## **Edison School of the Arts IPS School #47**

### **Title I Parent Involvement Policy 2020-2021**

Parental involvement is a key element in academic success of students. Edison School of the Arts intends to adhere to the following parental policy guidelines. This policy will be distributed to all parents and guardians of students of Edison School of the Arts and will be updated periodically.

Edison School of the Arts, will take the following actions to involve parents in the joint development of the parent involvement plan:

- Parents will be asked to participate at the August Annual Orientation Meeting where the following information will be given to parents: Schoology on-line access, Assessment Process-local and state, Discipline Policy, Attendance Policy, Uniform Policy, Description and Explanation of Curriculum, Parent Involvement Policy, Parental Contact Information, Title I services, and Student Proficiency Levels and Expectations.
- The Parent Involvement Policy will be shared with the Edison School of the Arts PTO.
- All parents will be given personally or mailed a copy of the Edison School of the Arts Parent Involvement Policy at the beginning of the school year.

**The following actions will take place to ensure that parents are involved in the process of school review and improvement:**

- The school will have additional Title I meetings during the school year to discuss, revise, and update Title I Parent Involvement Policy and School Compact. The school will have these meetings at various times, that parents may be able to attend them. Parents will be notified if transportation, child care, and/or home visits can be provided and arranged, to include parents with these needs.
- Every effort will be made to actively recruit parents of Limited English Proficiency, and of varied racial and ethnic backgrounds.

**Edison School of the Arts will provide the essential coordination, technical assistance and support necessary to assist in planning and implementing parental involvement activities to improve student academic achievement by:**

- Providing timely information through periodic notices, letters, publications, monthly videos, emails, text messages and/or our school's weekly newsletter, concerning Title I programming in English and Spanish if necessary.
- Providing parent involvement activities that meet the needs of our specific population as our school's needs dictates as indicated by the student assessments.
- Utilizing the Edison staff to inform parents of events, meetings and involvement opportunities and planning, coordinating and implementing activities that inform all parents of our academic and visual and performing arts instruction.

- Utilizing the Parent Center for resources and support.

**Edison School of the Arts will build the schools' and the parents' capacity for strong parental involvement by:**

- Providing assistance to parents in understanding the Indiana State Academic Standards, Edison curriculum, and Edison's arts integrated instructional program.
- Helping to effectively monitor their child's academic progress and homework.
- Promoting Dads' involvement by inviting them to be a part of All Pro Dad's and other programs that involve fathers.
- Inviting parents to Parents-In-Touch day in the month of September.
- Helping parents to understand more fully how arts integration supports the overall curriculum.
- Providing assistance that will help parents understand and utilize the academic assessment tools utilized at Edison: ISTEP results, IREAD results IPS diagnostic results, NWEA results, and DIBELS results.
- Explaining and providing information about the proficiency level each child is expected to accomplish.
- Providing materials and training in literacy and mathematics that will help support the overall curriculum and school academic plan, including introduction and in service by Title I teachers on the IPS Reading Adoption.
- Allowing access to computers and other technology and providing network resources for parents that promote literacy, math skills, parenting, and visual and performing arts curriculum and other opportunities in the Parent Center.
- Providing information about minimal requirements in academics at each grade level.
- Providing information on how parents can effectively work with educators to ensure student success.

***The activities to assist parents include:***

- Parent information sessions describing and interpreting DIBELS, MClass Math Assessment, IPS District Diagnostic Tests and ISTEP+ data.
- Schoology review sessions in the Fall and/or at other times.
- Magnet brochure describing Edison offerings and requirements.
- Open Houses twice a year in November and April.
- Math Workshops and/or Family Math Night in the month of January and/or during other times.
- Parent Literacy Night.
- Language Arts Workshops.
- ISTEP Preparedness Workshops (to be presented before ISTEP testing, which may be in the months of February, March and/or April)

- Celebration of the diversity of the season, through classroom activities to which parents are invited, and through a Parent evening; for example, Making Holiday Cards evening in December or a similar activity.
- A Parent event celebrating Moms; for example, Mother's Day Tea event in May or a Morning with Moms event.
- Inviting parents to attend Annual Infusion Conference and Celebrating African American History through Cultural Competency Plan Classroom Integration.
- Environmental awareness through Aluminum for Arts - The Can Lady Recycle Program and/or other activities throughout the school year.
- Celebrating Grandparents.
- Inviting parents to Multicultural International Day in May, where some of our student performing groups present.
- End of the Year parent survey in May.
- Weekly newsletters.
- Home Visits.

**Edison School of the Arts will, to the extent feasible and appropriate, coordinate parental involvement programs and activities through the following agencies:**

- Head Start
- Early Reading First
- The Parents as Teachers Program
- YMCA early childhood programming/ Before and after Care
- The Indiana Partnership Center
- Kaleidoscope Youth Center

**In addition, Edison will conduct other activities that encourage and support all parents in more fully participating in the education of their children, such as:**

- Maintaining a parent resource center at the Parent Center.
- Providing a schedule and yearly calendar of family informational nights and other events.
- Other reasonable support for parent involvement activities as parents may request.
- Providing opportunities for regular meetings where parents can offer suggestions and to reasonably participate in decisions about their child's education and having the school respond to their suggestions within a reasonable time.

**Edison School of the Arts will, with the assistance of its parents, educate its teachers, staff, and administration in how to reach out to, communicate with, and work collaboratively with parents as equal partners by:**

- Inviting members of Young Audiences, Butler University, MYO, Eli Lilly, WIDC, Ingredion, IPL, Indiana University School of Education, Soma Church, Oasis tutors and/or other community partners to work with building staff members on how to effectively serve our school population.

- Utilizing the Edison PTO who may utilize an annual survey to identify the needs of teachers and staff members in regard to how to best serve our families and provide materials and programming for in service and discussion.
- Actively promoting parent volunteers to work with teachers and students in the classroom, thereby strengthening mutual support and involving parents more fully in the education of their children.
- Providing information to all staff members on specific strategies to involve parents in their child's education.

**Edison School of the Arts will ensure that information related to the school and parent programs, meetings, and other activities is sent to all parents in an understandable and uniform format by:**

- Providing alternative formats upon request.
- Providing all literature in Spanish if necessary.
- Providing resources, printed materials, and outside literature in Spanish when possible.
- Maintaining a Parent Involvement Bulletin Board to provide parents with information about upcoming
- Title I events.
- When necessary, conducting in-home conferences, or telephone conferences with parents to maximize parental involvement.
- Utilize Parent Center.

**In Addition, Edison School of the Arts will develop and foster appropriate roles of support for the following entities:**

- Eli Lilly
- Ambrose
- Ingredion
- IPL
- WIDC
- Peace Learning Center
- Indianapolis Symphony Orchestra
- Young Audiences
- And/or other community partners as they arise.

**Edison School of the Arts will ensure that parents, students, teachers, and community are equal partners in the academic success of all children by:**

- Developing, Reviewing, and Revising a School Parent Compact. This compact, developed by teachers, parents, community, and school administration, is a written agreement of what Edison and its parents and community are each supposed to do to help all students achieve academic success.
- Providing a copy of our school's SIP plan in the Parent Center for a review.



Edison School of the Arts, with the involvement of parents, will conduct an annual evaluation and revision of the content and effectiveness of this Parent Involvement Policy to help improve the overall academic quality of Edison. This review will help identify barriers that prohibit greater participation by all parents in activities and help better design strategies for more effective parental involvement.

This Parental Involvement Policy has been developed jointly with and agreed upon by parents of children of the Edison School of the Arts School #47. This policy will be in effect for the 2020-2021 school year.

## School Compact

In order for all students to achieve high academic success, schools, families and communities must consistently collaborate. Through a shared process that brought together teachers, administrators, students, parents and community members, Edison School of the Arts Community has agreed upon the following responsibilities that we will fulfill in order to ensure our students' success.

### **PARENT/GUARDIAN PLEDGE**

*I want my child to achieve; therefore I will carry out the following to the best of my ability:*

- Attend Orientation Meetings, Open Houses, Parent-Teacher Conferences, Parent Workshops, and PTO meetings during the school year.
- Participate actively in the school by volunteering in classrooms and participating in decisions relating to my child's education.
- See that my child is punctual and attends school regularly and when absent, notify the school stating the reason for absence, and bring the doctor's statement timely.
- Be involved in my child's learning, as I am his/her first teacher.
- Be an advocate for my child reaching his/her full academic potential.
- Provide supplemental and supportive education at home and in the community related to what is being taught to my child in the classroom.
- Insist that my child comes to school prepared with completed homework, books, and other learning materials.
- Attend a conference where the compact is discussed as it relates to my child's achievement once during the school year.
- Support the school by requiring my children to follow school rules and policies.
- Monitor my child's homework and television time and ensure that my child has a place conducive for study.
- Communicate with teachers by returning progress reports and notes promptly.
- Encourage my child to be responsible for his/her learning by asking questions and putting forth his/her best effort.
- Demonstrate respect for cultural differences of students, staff, and other parents.
- Encourage my child to participate in Performing Arts Activities and attend concerts and other special events.
- Ask questions when I do not understand a policy, procedure, rule, guideline, law, or any other documented or undocumented things that may impact my child's education.
- Request meetings with teachers when needed.
- Have a reasonable expectation of my child's or children's teacher(s), school, and school district to communicate with me in regular, two-way, and meaningful communication involving student academic learning and other school activities.

Signature: \_\_\_\_\_

## **STUDENT AGREEMENT**

*It is important that I achieve, therefore I will carry out the following to the best of my ability:*

- Attend school regularly, arriving on time and ready to work.
- Come to school each day with pens, pencils, paper, books, and other necessary tools for learning.
- Complete and return homework assignments on time, and let my parents review my homework.
- Give my best effort by paying attention, participating in class, and completing all assignments.
- Obey school personnel and school rules promptly and willingly.
- Show respect for my teachers through proper actions and speech.
- Show respect in my speech and actions for cultural & personal differences of adults and other students.
- Actively participate in Visual and Performing Arts activities and attend concerts and required performances.
- Follow the Edison No Tolerance Bullying Policy.

Signature: \_\_\_\_\_

## **TEACHER AGREEMENT**

*It is important that students achieve; therefore, I will carry out the following to the best of my ability:*

- Provide high quality and rigorous curriculum and instruction in a supportive and effective learning environment.
- Hold a conference at least once a year where parents discuss the compact as it relates to their child's achievement.
- Enable all students to meet or exceed the State Academic Achievement Standards.
- Provide frequent reports to parents on their children's progress.
- Effectively integrate the arts into the standards-based curriculum in accordance with the school's philosophy.
- Require homework assignments that reinforce or enhance classroom instruction.
- Communicate and respond with parents to ensure each child's success and provide ways to involve them in class.

- Provide a safe and positive classroom environment.
- Demonstrate respect for cultural difference of parents and students.

Signature: \_\_\_\_\_

**PRINCIPAL AGREEMENT**

*I support the combined efforts of parents, teachers, and students; therefore, I will carry out the following:*

- Provide high quality and rigorous curriculum and instruction in a supportive and effective learning environment.
- Enable all students to meet or exceed State Academic Achievement Standards.
- Provide an environment that encourages positive communication between teachers, parents, and students.
- Provide an opportunity at least once a year for conferences where the compact is discussed as it relates to student achievement.
- Enforce a discipline policy that ensures a safe and orderly school atmosphere conducive to learning.
- Recognize students, parents, and teachers for their efforts.
- Monitor student progress and communicate frequently with parents and teachers to ensure student success.
- Provide to parents of all students reasonable access to the staff, and opportunities to observe, volunteer, and participate in class and school activities.

Signature: \_\_\_\_\_

**Acknowledgement of Receipt**

I have received and read my copy of the Student/Guardian Handbook. I agree to familiarize myself with the information the Handbook contains. I understand that this Handbook is not a contract of enrollment and that the practices and benefits described in the Handbook are subject to modification or deletion, at Edison School of the Arts, Inc. discretion.

Date: \_\_\_\_\_

Student Printed Name and Signature:

\_\_\_\_\_

Guardian Printed Name and Signature:

\_\_\_\_\_

# Edison School of the Arts | 2020-2021 CALENDAR

Staff Report
Student's Report
Early Release
No School
End of Quarter
E-Learning Day

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<p><b>5</b> Staff Report Back <b>17</b> Student's 1<sup>st</sup> Day</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">AUGUST '20</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	AUGUST '20							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">FEBRUARY '21</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>15</b> E-Learning Day</p>	FEBRUARY '21							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						
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<p><b>7</b> Labor Day</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">SEPTEMBER '20</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	SEPTEMBER '20							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">MARCH '21</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p><b>5</b> End of 3<sup>rd</sup> Quarter <b>29-31</b> Spring Break</p>	MARCH '21							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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