Richland-Bean Blossom Community School Corporation

EDGEWOOD PRIMARY SCHOOL

Caring. Daring. Preparing.

"Home of the Ponies"

2026-2027 Parent/Student

Handbook Addendum

Edgewood Primary School
7700 W Reeves Rd
Bloomington, IN 47404
Phone: (812) 876-9600
Fax: (812) 876-9611

Principal: Dr. Lucy Fischman
Assistant Principal: TBD

Dear Families,

We welcome you and your children to Edgewood Primary School. Our nurturing and supportive atmosphere focuses on student learning. We will work together to build a strong foundation in reading, writing and math. Our students will be challenged with questions and problems that tax their imagination and stimulate inquiry. Alongside teaching your children academic and critical thinking skills, we will teach them life skills, or as we refer to them at EPS, lifelines. These are skills that teach them how to work with others, how to make good choices, how to use their knowledge to make our world a better place.

The purpose of this handbook is to provide you with a guide to our policies and procedures. These policies and procedures comply with and are derived from the Richland Bean Blossom Community School Corporation handbook and its board policies. Please take time to become familiar with this information. Should you have any questions, feel free to call us anytime.

We look forward to partnering with you in the education of your child.

Our School Pledge

EPS is a place where we feel safe, care about each other and learn. We pledge to be respectful of ourselves, others and property.
We will do the right thing. We will treat people right.

Statement of Beliefs

We believe....

- ➢ all students have the ability to learn and should receive equal yet diverse learning experiences.
- ➢ students benefit from a positive sense of self-worth.
- ➢ all students need guidelines and consequences to learn self-control, self discipline, as well as respect for themselves and others.
- ➢ students learn best when they are actively involved in the learning process. ➢ students should acquire skills to work cooperatively and be accountable for their actions in becoming productive citizens.
- ➢ students need to value life-long learning.

DAILY SCHEDULE

School Begins:	**8:25 a.m.**	**Tardy Bell:**	**8:45 a.m.**
First Bell for Dismissal:	**3:10p.m.**	**Dismissal Bell:**	**3:15p.m.**

WEDNESDAY MORNINGS

School Begins:	**9:25 a.m**	**Tardy Bell:**	**9:45 a.m.**

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

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

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

ATTENDANCE PROCEDURES Edgewood Primary School follows the guidelines of the State of Indiana and Richland-Bean Blossom Community School Corporation policy. (See Corporation Handbook) Parents should call the attendance clerk at 876-9600, before 9:00 a.m., for a morning tardy and/or absence. If students arrive late to school, they must report to the office and receive a pass to class. A student that is absent from school may not attend any after school activities. Students with more than 10 absences will require a doctor's statement for each absence after that. Some circumstances such as hospitalization, long-term illnesses will be taken into consideration with this procedure.

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

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

LATE ARRIVAL AND EARLY DISMISSAL After the last bell (8:45 AM) has rung, you must come in with your child, check into the office and get a pass for your child before your child may go to his/her room. Also, if you need to pick up your child early before the normal dismissal time, 3:15 PM, the office staff will call the classroom to have him/her sent to the office. Early dismissal disrupts all classroom students, so please try to keep these to a minimum. Students may only be released to a parent or responsible adult whose name is listed as an emergency contact in his/her Harmony Student Data System record. Students must be signed out at the office before leaving the building.

Students will be marked absent for half-day if they arrive after 10:30 a.m.
Students will be marked absent for half-day if they leave before 1:15 pm.

If someone other than the parent or legal guardian is picking up your child, the teacher or office staff must be notified in writing, otherwise we will send your child home according to the instructions you provided and/or entered into the Harmony Data System. Verbal notifications from the student will not be accepted. Students often confuse facts which cause much inconvenience for you and the school. If for some reason a particular family member does not have authority to pick up your child (i.e. a non-custodial parent), a legal document must be presented to the school office.

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

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

CHANGE IN TRANSPORTATION PLANS Please call the school office ***before 2:00 PM*** if there is a change in normal transportation home.

SCHOOL VISITATIONS AND STUDENT PICK-UP We welcome parents who can volunteer to help.

Volunteers can be used in the classrooms, library, and even from home (doing cutting, sewing, carpentry, etc.). Your help is especially valuable in activities sponsored by our school PTO. If you can volunteer, please contact your child's teacher. To visit and/or volunteer at school, you must have a previously approved background check on file through our school corporation's system. Once approved, please report to the office upon entering the building and sign in. You will be given a visitor's badge that you will need to wear during your visit.

Our policy requires that all doors, with the exception of the front doors, are locked during school hours. Visitors are only allowed to enter through the front doors of the school and must wear a visitor's badge at all times during regular school hours. This policy is necessary to ensure the safety of all our students. Any person in the building who has not signed-in or is unauthorized to be in the school building will be escorted to the school office. Anyone not adhering to the policy is subject to being banned from the building.

Please remember, this policy was implemented for the safety of the students at Edgewood Primary School. Should you desire a conference with your child's teacher other than parent-teacher conferences, please call the teacher to arrange a time which will be convenient to all concerned.

Please do not come to school and expect your child's teacher to have an unscheduled conference. The teacher cannot interrupt classroom instruction or leave children unattended. Please check your child's time with the teacher so that appointments can be arranged around this time.

We ask that you follow our procedures for picking up students at the end of the day. Parents wait in their vehicles and students are escorted to them. Parents who walk home with students meet their students at the central flag poles between Edgewood Primary School and Edgewood Intermediate School.

RECESS We have one twenty-minute recess daily. This is an important time for fresh air and exercise, as well as social interaction. We go outside unless it is raining, snowing, or below 20 degrees (with windchill). Please dress your child accordingly. If your child needs to remain indoors during recess, you must send a note to the teacher requesting this. We need a doctor's excuse if your child misses outdoor recess for more than 3 days. Each grade level has grade appropriate guidelines. Toys, games, and personal belongings unrelated to school activities are to be left at home.

SENDING MONEY TO SCHOOL Any time you send money/checks to school with your child for field trips, special projects, etc., put the exact amount in an envelope, seal it, and put the purpose for the money/checks, the teacher's and child's name on the envelope. Label articles sent to school, especially boots, sweaters, and jackets. Please put your child's name on anything we request from home. This prevents mix-ups and lost articles. We do have a "Lost & Found" if you are ever searching for a missing item.

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

communication. Please talk to your child's teacher regarding bringing or sending treats to school with your child for his/her birthday. Any snacks and drinks brought to school must be store-bought and list ingredients and nutritional facts. Try to make treats as healthful as possible. Fruit, crackers, and some sweets are suitable treats. If you would like to bring something else, check with the teacher. If you wish to have drinks, cups, or napkins to go with your treats, please plan to furnish these items also. Because drinks with dyes stain carpets permanently, they are not permitted. To avoid disruption to the educational process, balloons, bouquets, or other gifts are not permitted.

CODE OF CONDUCT Our school teaches and models for students our school pledge: "Do the right thing; treat people right." Each month, we teach character traits that support our Edgewood Graduate Profile, such as critical thinking, collaboration, innovation, communication, resilience, and compassion.

ENTRANCE REQUIREMENTS I.C. 20-33-2-7 establishes a statewide entrance eligibility date for public school kindergarten. A student residing in Indiana must be five on or before August 1 in order to enroll in public school kindergarten, unless a parent submits an appeal for early admission. Such an appeal is to be submitted to the principal prior to ten (10) days before the start of the school year and shall include the following information: name of the child, birthdate, name and address of any preschool program the child has attended, a narrative history related to attendance at the preschool program, and a record of a recent physical examination certifying that proper immunizations are completed or in process. Appeals for early entrance into kindergarten will be considered based on the following guidelines:

- The student will turn five (5) on or before September 1st.
- There is available space, so as to not overload class sizes.
- The student was assessed using the School Based Title I Kindergarten Readiness Test and received a score of sixty percent (60%) or higher.
- The student will turn five (5) on or before October 1st and scored 90 – 100% on the School Based Title I Kindergarten Readiness Test.

Additional information pertinent to the appeal decision may be required of the applicant at the discretion of the principal or Superintendent. The principal will submit all information along with his/her recommendation for action to the Superintendent. All appeals are subject to the final discretionary decision of the Superintendent. Parents will be notified of the final decision on the appeal in writing.

STATE ASSESSMENTS

IREAD is an online, untimed, multiple-choice reading assessment consisting of three separate test segments. The first segment measures foundational reading skills, including phonics and vocabulary. The remaining two segments assess students' ability to silently read and comprehend nonfiction and literary texts. Indiana educator committees collaborated with content experts to create the IREAD Test Blueprint and Item Specifications and ensure all test items align with Indiana Academic Standards. All second grade and third grade students are required to take IREAD in March. Students who receive a passing score in second grade are not required to take the test in future grades. Second grade students who do not initially pass the test will receive further reading interventions during the school year and re-take the test in May or at the conclusion of summer school in June. Second grade students who do not receive a passing score at either of these times will receive reading

interventions in third grade and re-take the test in third grade. Students who receive a passing score in third grade are not required to take the test in future grades. Third grade students who do not initially pass the test will receive further reading interventions during the school year and retake the test in May and at the conclusion of summer school in June. Students who do not receive a passing score at either of these times have the possibility of being retained in third grade if they do not fit a Good Cause Exemption category as defined by the Indiana Department of Education. Students who do not pass in third grade will continue to test through grade 6 summer administration until the student passes IREAD or enters grade 7.

STUDENT ACCIDENT/ILLNESS In the event of a student accident or illness, staff members shall complete the following steps as needed:

- administer first aid (if properly trained);
- report the accident to the appropriate administrator;
- summon professional medical assistance, if needed;
- notify the parents as soon as possible by telephone or written notice;
- contact parents immediately if the accident indicates professional medical care is required;
- record on the Student Accident Form, as soon as possible, all pertinent facts concerning the accident and submit it to the principal's office for transmission to the superintendent's office.

TITLE I SCHOOL PARENT INVOLVEMENT POLICY Schools receiving Title I money are required annually to provide parents with information about their rights as a parent whose child is receiving services from a Title I staff member. EPS has a Reading Interventionist who is a certified teacher.

As part of the Title I requirements, parents have the right to request regular meetings, be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program, and opportunities to jointly develop the Title I program plan. This would include making suggestions for modifications in the process for improvement. Parents have a right to participate in decisions concerning their child's education in an effort to monitor and improve the educational achievement of their child.

The curriculum for Title I students will be the same as the students at that grade level. The instruction may be individualized or in small groups, however, the expectations will be similar. Students will be expected to meet the state standards that are required by the state of Indiana.

DIBELS mClass and math screening and progress monitoring assessments are given three times per year and determine eligibility for Title I services and to monitor the student's progress.

MULTI-TIERED SYSTEMS OF SUPPORT Response to Intervention builds on the requirements of the "Every Student Succeeds Act" (ESSA). All EPS students are given DIBELS mClass and math

screening and progress monitoring assessments three times per year. MTSS is a national movement designed to accomplish three important goals.

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

COMMUNICATION We use a combination of parent-teacher conferences, report cards, email communication and telephone calls to report your child's progress. You will receive a written evaluation at the end of each nine-week grading period. If you would like to talk with your child's teacher, please contact the teacher and arrangements will be made. Any concerns about your child should first be discussed with the classroom teacher. Only after discussions with the classroom teacher should the administrator be contacted.

NEWSLETTERS You can expect a regular newsletter from your student's teacher and a weekly newsletter from the school stating what the students have done and will be doing. Please watch for these newsletters. We want you to know what is happening at school.

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

Refer to the Richland Bean-Blossom Community School Corporation's handbook and Board Policies for further information.