

Ralph Waldo Emerson School 58

2026-2027 Student/Parent Handbook



Ralph Waldo Emerson School 58

321 N Linwood Ave
Indianapolis, IN 46201
317-226-4258 Office
317-226-3375 Fax

www.myips.org/ralphwaldoemerson

Principal – Mr. Bobby C Thomas
Assistant Principal – Mrs. Karen Eglen
Administrative Associate – Mrs. Mariah Scarborough

Important Numbers:

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

***Please note that no phone calls will be put through to teachers during instructional time. Our office associate will be happy to take a message.**

The Eagle Way - SOAR

Safety

Ownership

Achievement

Respect

Dear RWE 58 Families,

Welcome to the 2026–2027 school year at Ralph Waldo Emerson School 58! We are thrilled to open our doors to both returning families and those joining our school community for the first time. Whether you are new or familiar, you are now a valued part of the RWE family—a school rooted in excellence, equity, and student-centered learning.

At RWE 58, we believe that every child deserves to feel seen, supported, and challenged to reach their fullest potential. Our dedicated team of educators is committed to fostering a safe, inclusive, and engaging learning environment where your child can thrive academically, socially, and emotionally. This year, we will continue to build on our core instructional priorities, support our English Language Learners, and implement trauma-informed and culturally responsive practices to ensure all students grow and succeed.

We look forward to a year filled with meaningful learning, strong partnerships with families, and joyful celebrations of student growth. Please stay connected with us through regular school communications, parent events, and volunteer opportunities—we know that when schools and families work together, our children succeed.

Here's to an amazing year ahead!

With gratitude and excitement,
Bobby C. Thomas
Principal
Ralph Waldo Emerson School 58

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OUR MISSION

Ralph Waldo Emerson, in partnership with our community, provides a safe, caring, inclusive environment with high expectations for academic and social-emotional growth for lifelong success.

OUR VISION

Building a strong foundation by inspiring students to reach their full potential in school, the community, and beyond.

SCHOOL OVERVIEW

At Ralph Waldo Emerson Elementary School, our preschool through sixth grade curriculum is student-centered and research based. Small group teaching and interactive learning highlight our classrooms where a wide variety of teaching strategies and learning methods are used. This enriched learning environment is designed to prepare our students to fully comprehend and function productively in our highly sophisticated and technical society.

Ralph Waldo Emerson is a traditional educational institution that offers Title I, ELL services, High Ability programming, free breakfast and lunch for all students, and has additional academic supports that foster a strong bond between the community, home, and school.

SCHOOL MOTTO, COLORS & MASCOT

The Eagle Way

- Safety
- Ownership
- Achievement
- Respect

School Mascot: Eagle

School Colors: Blue and Yellow



IPS MISSION STATEMENT: IPS empowers and educates all students to think critically, creatively, and responsibly, to embrace diversity, and to pursue their dreams with purpose.

IPS VISION STATEMENT: IPS is a family of excellent public schools in which every student has the opportunity to succeed and the power to create their own future.

IPS STRATEGIC PRIORITIES:

1. Increase access to rigorous curriculum and instruction.
2. Promote racial equity.
3. Foster authentic engagement.
4. Operate and fund strategically.

SCHOOL CONTACT

Bobby Thomas– Principal Karen Eglen – Assistant Principal Mariah Scarborough – Administrative Associate	
321 N Linwood Ave Indianapolis, IN 46201 317-226-4258 Office 317-226-3375 Fax www.myips.org/ralph waldo emerson	Social Media: Facebook: www.facebook.com/RWEmerson58 Twitter: @RWEmerson58 Web: www.myIPS.org YouTube: www.youtube.com/user/ipsschoolspr

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DISTRICT CALENDAR

SY2026-27 Student & Staff School Calendar



JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1						1	6	7	8	9	10	11	12
5	6	7	8	9	10	11	2	3	4	5	6	7	8	13	14	15	16	17	18	19
12	13	14	15	16	17	18	9	10	11	12	13	14	15	20	21	22	23	24	25	26
19	20	21	22	23	24	25	16	17	18	19	20	21	22	27	28	29	30			
26	27	28	29	30	31		23	24	25	26	27	28	29							
							30	31												

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Summary of Days			
Students		Staff	
Semester 1	84	Semester 1	94
1 Asynchronous Days			
Semester 2	96	Semester 2	98
2 Asynchronous Days			
Total	180	Total	192

Districtwide PL Days

- Friday, July 31
- Monday, August 3
- Tuesday, August 4
- Tuesday, November 3
- Tuesday, February 16

School-Based PL Days

- Wednesday, July 29
- Thursday, August 6
- Friday, August 7
- Tuesday, September 8

July 3	Observance of Independence Day
July 4	Independence Day
July 21 - 23	New IPS Teacher Induction
July 29	Staff Professional Development
July 30	Teacher Work Day
July 31	Staff Professional Development
Aug 3 - 4	Staff Professional Development
Aug 5	Teacher Work Day
Aug 6 - 7	Staff Professional Development
Aug 10 - Oct 17	Quarter 1
Aug 10	First Day for Students
Sept 7	Labor Day - No School
Sept 8	Staff Professional Development - No School
Oct 12 - 16	Fall Break
Oct 20 - Dec 18	Quarter 2
Oct 23	Conferencias de Progreso Estudiantil- Aprendizaje Asincrónico Estudiantil
Nov 3	Staff Professional Development - No School
Nov 25 - 27	Thanksgiving Break
Dec 17	Last Student Day of 1st Semester
Dec 18	Records Day/Semester Close - No School
Dec 21 - Jan 1	Winter Break
Jan 4 - Mar 12	Quarter 3
Jan 4	Firs: Student Day of Second Semester
Jan 18	Martin Luther King, Jr. Holiday - No School
Feb 15	President's Day - No School
Feb 16	Staff Professional Development - Student Asynchronous Learning
Mar 15 - 19	Spring Break
Mar 22 - May 27	Quarter 4
Mar 26	Student Progress Conferences - Student Asynchronous Learning
May 27	Last Day for Students
May 28	Records Day/Yearly Close - Staff Only
May 31	Memorial Day
June 18	Observance of Juneteenth
June 19	Juneteenth

SCHOOL HOURS

Regular Daily Schedule	2-Hour Delay Schedule (if needed)
7:05 AM - Teachers report/Office Opens 7:15 AM - Students enter building/Breakfast served 7:35 AM - Tardy Bell (students are late) 2:15 PM – Walkers and Car Riders Dismissed 2:15 PM - Bus Riders Dismissed 2:35 PM – Teachers depart 3:00 PM – Office Closes	7:05 am Staff Contract Day Begins 9:05 am Staff Arrival 9:15 am Doors Open for Students 9:20 am Tardy Bell 2:15 pm Car Rider/Walker Dismissal 2:20 pm Bus Rider Dismissal 2:35 pm Staff Contract Day Ends 3:00 pm Office Closes

ATTENDANCE

Attending school every day is an important part of your child's education. A child learns best by consistent reinforcement to the material being taught. Not attending school is related to lower grades and future tendency to drop out. Helping your child attend school every day is a great way parents can support their child in doing his or her best. **It is also the law that all children attend school every day. IPS policy states that after 10 unexcused absences, the school can file criminal charges against the parent for "Failure to Ensure" your child's school attendance.** For our oldest students, truancy charges may be filed. A report to Child Protective Services can also be made following 10 unexcused absences. Excused Absences include: illness with a note or call from parent, illness with a note from the doctor, death in the immediate family with note from parent, and absences approved by the principal.



School success starts
with attendance

Call the school at (317) 226-4258 ANY TIME your child is absent for ANY REASON. Follow up with a written note sent to the main office. Call the office with any questions regarding absences or the district policy.

Ralph Waldo Emerson Elementary School has adopted the IPS attendance policy in its entirety:

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

Please call in all absences for your child by 9:00 am.



MORNING ARRIVAL

Please **DO NOT** drop off your student and leave him/her unsupervised before school doors open at 7:15. Your child's safety and well being is our top priority. There is no one to supervise your child prior to the official school opening time.

TARDY



Life happens and there are times your child may have to arrive late to school. As the parent, it is your responsibility to park and walk your child inside and sign him/her/them in at the main office. Habitual tardiness will negatively affect your child's academic and social development. Repeated late arrivals may result in a parent meeting with school administration.

DISMISSAL PROCEDURES

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

- Afternoon announcements will begin at 2:12 pm.
- Walkers and car riders will be dismissed at 2:12 p.m. Walkers will exit the front door (door 1); car riders will be escorted to the gym and will dismiss as called. Bus rider dismissal will begin at 2:15 pm, exiting through door 3. **Please do not enter the car rider line to pick up walkers.**
- Walkers will be released from door 1. Students will be released oldest to youngest. As they are released, they will be allowed to gather their younger siblings to exit with them if applicable. If you are driving to pick up your student, please plan to utilize our car rider line rather than have your student be a walker.
- **Parents of car riders-please stay in your car.** Students are brought to your car by our staff. Wait for the vehicle in front of you to leave the curb unless you are instructed differently by staff. Your cooperation with our plan will ensure the safety and security of all our students. Remember, safety comes first!
- If you need to change your student's method of transportation for the afternoon, please contact the office by 1:50pm so that we can communicate that to their teacher - 317-226-4258.



EARLY PICK UP

If your child needs to be picked up early for a scheduled appointment, please call the office at 317.226.4258. We will call the student to the office when you arrive at the school. Consistent early dismissal must be approved by administration. Children will **not** be released to anyone other than the parent/ guardian or other people listed in the student's Powerschool. Please come to the office and sign your child(ren) out. **A picture ID is required for release of students.** Please avoid picking up your student early unless there is an emergency. Instruction in our classrooms continues until dismissal.



BUS TRANSPORTATION

Transportation letters will be mailed to your home with the following information: bus number, bus stop, time of pick up, and time of drop off. Buses are assigned based on seats for the number of regular riders. If you have any questions concerning the bus stops, please call the Transportation Office at (317) 226-4000. Bus unloading and entrance into the building will take place at door 3. During the afternoon dismissal, bus riders will leave through door 3. **Bus riders are dismissed at 2:15 p.m.**

Please check the schedule to see what time your child's bus begins its route and where your child's stop is on the route. Children are to be waiting for the bus to arrive at the bus stop 10 minutes before their scheduled pick-up time. Buses will only stop at authorized stops. **CAUTION your child against running out to catch the bus after it leaves.** This creates a hazardous situation, especially when children cross in front of the bus or run alongside to catch it or try beating the bus to the next bus stop. When waiting at the bus stop, there should be no horseplay or chasing. A shove or an innocent game of tag can bring tragedy if done at the wrong time. Children must stay out of the street and wait back from the curb for their safety.

WALKERS/CAR RIDERS



Walkers should enter the building using door 3. Please remind your children to use the crosswalks and exercise safe behavior when they are walking to and from school. Walkers are dismissed from door 1.



Car riders should be dropped off and picked up in the alley at door 10. Car riders are dismissed at 3:55 p.m. Our students' safety is our top priority. Please be patient and follow our staff's directions. You will enter off Michigan street and proceed south to join in the line. This is a one way alley going south, please stay as far right as possible to allow resident's access to their homes.

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

If you intend for someone other than yourself to pick up your child, please send a signed note with your scholar or call the main office, 317-226-4258. **We will NOT, under any circumstances,** dismiss to anyone other than those listed in the student's Powerschool without a signed note or a phone call verification. Please be advised, however, that if your child is a regular bus rider, and he/she has not been picked up by you by the time buses are ready to pull off, your child will be placed on the bus to go home.

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

ADDRESS AND PHONE CHANGES

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

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

CHILD CUSTODY

“Parent” as defined in the Indianapolis Public School Bylaws and Policies (Section 0000 Number 0100) is the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

STUDENT RECORDS

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

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

STUDENT ILLNESS

If your child should become ill or involved in an accident while at school, our school team is here to help. If your child is sent to the clinic for an accident or illness and is unable to return to class, parents will be called and arrangements will be made for transportation home. If your child has a temperature greater than 99.9 degrees, signs of diarrhea, or other communicable disease, then he/she will be sent home. Students may not remain in the clinic for extended

periods of time. Please do not send your child to school if you believe that he/she may be sick. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred to the appropriate personnel for such medical attention as may be needed.



MEDICATION

Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see school nurse for medication forms to be signed by the parent). **If this form is not on file for the child, we are not permitted to administer the medication.** This document shall be kept on file and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. All medication must stay in the office and may not be taken to the classroom. Students are not permitted to transport medication or medication containers (even if empty).



INCLEMENT WEATHER

Since weather conditions can play a part in school safety, you will want to make sure you have access to accurate information. In the event of severe/inclement weather conditions the MyIPS app will have the most current information. Download the app and select our school for the fastest information. Or stay tuned to local radio and television stations, as well as social media by following Indianapolis Public Schools on Facebook, Instagram and Twitter. IPS Transportation can be followed on Twitter @IPSBuses for real time information concerning late buses. Please be sure to use these media outlets for up to date information on closings, delays, and bus information.

Students will continue to have outdoor recess during the winter months unless it is exceptionally cold or wet. Students should come to school dressed for the weather.

The New myIPS Mobile App

On March 21, Indianapolis Public Schools will launch our redesigned myIPS mobile app for iPhone and Android smartphones. The app will allow users to access real-time district news, and receive push notifications about closures, special events and more!

- News**: Stay on top of the latest IPS news and events
- Push Notifications**: Get notifications about special events, breaking news and school closures
- Live Chat**: Chat live with our friendly Service Center staff
- Resources**: Access important documents including the IPS Code of Conduct, Discipline Policy and graduation requirements
- School Directory**: Access school locations and phone numbers
- School Menus**: Check out our daily breakfast and lunch options

Download in three easy steps:
1. Go to the iTunes App Store or Google Play 2. Search Indianapolis Public Schools 3. Select our district app and download it free!

myIPS

Download on the App Store | GET IT ON Google Play

Proud to be Public



VISITORS & CLASSROOM VISITATION

Cooperation between the school and parents enhances education. We hope that you will take the opportunity to visit our school many times during the school year. For the safety of our children, visitors **must** stop at the office before going to classrooms or touring the building. **Visitors must sign the visitor's register in the school office BEFORE going to the classroom and sign out after visiting the classroom.** After student arrival, all doors are locked. Access to the building may be gained by ringing the bell for entrance at the **front doors only** and showing picture ID. This is a necessary precaution to protect students from intruders. Remember a visit is not a time for a conversation about your child as this interrupts instruction. Please arrange a conference for this purpose. **If you would like to visit a classroom during the school day, an appointment is required.** To schedule an appointment, please contact your child's teacher at least 24 hours prior to the visit. Also, please keep in mind that it will not always be possible to have a parent visit a classroom if the class is involved in testing situations or an instructional environment that would be disrupted by a guest/visitor.



VOLUNTEERS

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

In every case, volunteers must be approved by the school administrator, have completed the online volunteer application([English](#)/[Spanish](#)), and shall work within the guidelines established by the school administrator and under the direct supervision of teachers or other members of the school staff designated by the school administrator.

It is the policy of Indianapolis Public Schools to require volunteers who will sustain direct contact with students or serve as representatives of the schools be fingerprinted for a background check. Such positions include volunteer coaches, unpaid club sponsors, unsupervised overnight chaperones, volunteers who are responsible for large sums of money collected on behalf of the organizations and schools, student teachers, and unpaid interns with student contact assignments. At the discretion of the Superintendent, other volunteers may be fingerprinted upon receipt of a written request from a building principal stating the reason for conducting a background check. Indianapolis Public Schools is responsible for the direct costs associated with obtaining the criminal history information required under this policy.

DRESS CODE

At Ralph Waldo Emerson we are laser focused on instruction, achievement, and student growth and well-being -- not attire. For the 2025-26 school year, IPS is currently following a universal dress code, details can be found at <https://myips.org/students-families/uniforms/>

We ask that students are dressed appropriately for the school day. This includes appropriate clothing for the weather as well as close toed shoes/shoes with backs for recess safety. We hope to eliminate barriers of students attending school, while providing families with the most cost effective options to meet the district dress code policy.

PERSONAL PROPERTY

Students should bring only school-related materials from home. Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports, and projects.

Student possession of telephone paging devices is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Students

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

Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

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

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



PARTIES AND BIRTHDAY CELEBRATIONS

Parties and birthday celebrations are allowed to take place after 3:00 p.m. If you would like your child to celebrate his/her birthday at school, the teacher must be notified a minimum of 24 hours ahead of time. Only store bought pre-packaged items can be distributed to students during class parties and birthday celebrations. *Items brought from home will not be served.*

Parents whose religious practices and beliefs preclude their children from taking part in activities, class parties, health instruction, the Pledge of Allegiance, or other school activities should notify the teacher in writing. A conference prior to the beginning of the school will assist the teacher in making classroom accommodations to prevent infringement on a family's religious beliefs.



FIELD TRIPS

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

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



LOST AND FOUND ITEMS

Please label personal articles with student's names. If an item is lost, check the school's Lost and Found. At the end of each semester, any unclaimed items will be donated.

CAFETERIA INFORMATION



PRICES

All students are eligible for free breakfast and lunch. If your child chooses to bring lunch, but would like milk, the cost is \$.40 each day. **We will not heat any food brought from home.** Parents/guardians are still required to complete the Textbook/Meal Application form.

Adult Prices: Breakfast = \$2.25, Lunch = \$3.75

LUNCH VISITATION

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

ACADEMIC AND SOCIAL ACHIEVEMENT



INTERIM REPORTS AND REPORT CARDS

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

Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. He/she will have homework on a regular basis that you should monitor. All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students.

Students who receive a D or F in math or reading face possible retention.

The IPS grading scale is:

Grading Scale for Grades 1-6		Kindergarten students will be assigned progress levels towards mastery of the Indiana College and Career Ready Standards. The scale is listed below:	
A	100-90%	Progress Level	Definition
B	89-80%	O	Outstanding Progress
C	79-70%	S	Satisfactory Progress
D	69-60%	I	Improving Progress
F	59-50%	U	Unsatisfactory Progress
Lowest F	50%		

CONFERENCES

Monitoring your child's progress throughout the school year is perhaps one of the most important elements contributing to your child's success at school. Not only should this be done through the monitoring of homework and discussing your child's school day with him/her, but also you should develop a close line of communication with your child's teacher through parent - teacher conferences. Feel free to contact the school at (317) 226-4258 to arrange conferences as needed. We prefer that you call the school to arrange a time to visit with your child's teacher or the principal.

HONOR ROLL

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

- "A" Honor Roll = KG students achieve all "O" on their report card; grades 1-6 students achieve all "A" on their report card
- "A/B" Honor Roll = K students achieve any combination of "O" and "S" on their report card; grades 1-6 students achieve any combination of "A" and "B" on their report card

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



STUDY HABITS & HOMEWORK

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

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

SPECIAL SERVICES

Ralph Waldo Emerson Elementary offers a host of student support services:

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

Social Worker - Our school Social Worker, Mrs. Tera Pulley, provides many resources to families and students. She offers support for community resources, crisis intervention, wrap-around service support, and family support for those in need.

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

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

Special Education Services – Ralph Waldo Emerson has numerous supports for students with disabilities. We have three special education teachers on staff, along with a speech & language pathologist, occupational therapist, and physical therapist. If you would like additional information on special education services, please contact the main office.

STUDENT BEHAVIOR

BUS SAFETY, CONDUCT, MISBEHAVIOR

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

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

SCHOOL BEHAVIOR AND MISCONDUCT

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

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

ANTI-BULLYING



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

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

ANTI-BULLYING: School Board Policy 5517.01

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

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.

Principals are responsible for informing students, parents, teachers and staff that bullying will not be tolerated and will be subject to disciplinary action up to and including suspension and expulsion. Further principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

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

SCHOOL SAFETY



EMERGENCY AND CRISIS PLANNING

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

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

Ralph Waldo Emerson staff and students will practice our responses to various scenarios throughout the year, including:

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

We reserve the right to practice these drills more frequently as needed to ensure all students and staff know what to do in the case of an actual occurrence. It is important that students follow all the rules of the emergency responses to keep them safe. Please reinforce this with your child throughout the year.

PLAYGROUND RULES

- ★ Stay on the playground
- ★ Report problems to an adult
- ★ Use equipment appropriately
- ★ Follow whistle procedures
- ★ Listen to and follow staff directions
- ★ Use good sportsmanship– play fair
- ★ Keep playground clean
- ★ Line up orderly-no pushing or shoving
- ★ Keep hands and feet to self
- ★ Include everyone
- ★ Use kind words
- ★ Come back into the building quietly

SCHOOL PROPERTY

Students are responsible for the proper care of all devices, chargers, books, equipment, and furniture supplied by the school. Damage or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system. Students shall not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument. Students shall not tamper with fire alarms, fire extinguishers or any electrical systems. Any student who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to school administration.

INCLEMENT WEATHER PLAN

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

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

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

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

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

- A. Snow, Cold Weather, Icy Roads –MyIPS App and ConnectED will be utilized to notify all stakeholders of delays or cancellations. In the event of a two hour delay, students will be counted tardy after 9:40 a.m. The school building will open at 9:15 a.m. on two-hour delay days.
- B. Cold Weather – Recess is held inside if snow, ice, wind chill, rain or actual temperatures make it unsafe to be outdoors. Generally, we go outside if the temperatures are above 30 degrees Fahrenheit. Students are expected to wear appropriate attire (e.g., hats, gloves, warm coats) so that they can enjoy the outdoors during recess, even in the winter.

PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS)



It is the mission of Ralph Waldo Emerson Elementary to provide a safe and positive learning environment for our students and staff. Students will be expected to follow all rules, expectations, and procedures at all times. **It is the responsibility of the school, student, and parent to work together to achieve this mission.** To set this environment, Ralph Waldo Emerson will implement Positive Behavior Intervention and Supports (PBIS) for the 2025-2026 school year. Our PBIS system includes the following components:

- School-wide Expectations
 - o **Safety, Ownership, Achievement, Respect**
 - o Common area rules in the cafeteria, hallway, restroom, playground, and bus posted
 - o School-Wide Expectations/Common Area Rules ** SEE APPENDIX A**
- School-wide encouragement system to reinforce positive behavior
- Student Code of Conduct to respond to misbehavior respectfully and effectively

PBIS, Positive Behavior Interventions and Supports, is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors in the classroom and non-classroom settings to create a positive school environment. By implementing PBIS in our school, we are committed to moving from negative, punitive, reactive approaches to positive, proactive, and preventive approaches to discipline.

At Ralph Waldo Emerson Elementary, students are taught The Eagle Way through SOAR expectations: Safety, Ownership, Achievement, Respect. Throughout the school year, these

expectations will continually be modeled and reinforced during community circles, student convocations, and when deemed necessary.

Monthly Explicit Teaching of The Eagle Way:

Safety	Ownership	Achievement	Respect
August December	September January	October February	November March April May

Positive Incentives & Rewards

1. Classroom parties & celebrations
2. Attendance Celebrations Quarterly for Perfect Attendance
3. Student of the Month recognition – One student from each class will be selected.
4. Birthday recognition – Students will be recognized daily and will be called at the start of the day birthday pencil
5. Dojo parties will be held in class as a student incentive.

Student Code of Conduct (SCOC)

At Ralph Waldo Emerson, we will follow the IPS District Discipline Policy when making decisions regarding student code of conduct. The full policy is linked below, as well as highlights from sections we believe will be utilized most often in our school.

IPS District Discipline Policy Linked Below:

https://drive.google.com/file/d/17DYx5VHtHlnDqhYr4_a7URKQT2HvhEvU/view

The SCOC has been developed with four main levels of corrective and restorative responses to student mis-conduct. The levels are as follows:

LEVELS OF CORRECTIVE AND RESTORATIVE RESPONSES

Level 1: Classroom and Building Based Corrective Responses

Level 1 corrective responses are appropriate for unacceptable behavior that should be managed by the

teacher in the classroom and usually does not warrant a discipline referral to the administrator. These behaviors are of low-level intensity, can be passive in nature, and are non-threatening. Level 1 corrective responses will NOT include removal from instruction, and the classroom teacher determines consequences.

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

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

- At Ralph Waldo Emerson, we will utilize a call/text system in order for the response team to be available without disrupting the learning environment.
 - For now, contact administrators by cell phone:
 - Our hope is to transition to an app alert once teachers are trained in this "all hands on deck" communication.

Level 3: Intensive Personalized Corrective Responses

Level 3 corrective responses are appropriate for unacceptable behaviors that are chronic in nature, significantly interfere with others' safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. Level 3 responses to behavioral incidents may include in school or out-of-school suspension on the first violation, if it is a safety related behavior.

Level 4: Corrective Responses for Serious Violations

Level 4 corrective responses are appropriate for unacceptable behavior that seriously affects the learning environment or the safety of the student and/or others in the school or is a legal violation. Corrective responses at this level could include suspension, referral for expulsion and/or referral to law enforcement.

At Ralph Waldo Emerson Elementary School, we believe 99% of behaviors should be managed from within the classroom. For a more detailed flow of response to behavior see below:

- 1: First Warning and then redirect
- 2: Second Warning and redirect
- 3: Calm down corner

4: Parent Phone call

5: Once it has reached to a Level 2 or above please contact admin for support

It is our goal to create a proactive and positive learning environment at Ralph Waldo Emerson Elementary. However, we cannot dismiss or tolerate behaviors that disrupt and prevent teaching and learning. Inappropriate behaviors include but are not limited to:

Minor Behaviors -----> Severe Behaviors

- Out of seat -Not following directions -Whining -Refusal to participate -Sleeping -Copying behaviors -Not listening -Refusal to work -Not taking responsibility for actions	-Talking out -Inappropriate noises -Touching & Poking --Standing on furniture -Constant talking -Out of seat and interfering with others learning -Inappropriate chair manners -Consistently not following directions	-Talking back to adult -Throwing things -Teasing -Lying, Cheating, & Forgery -Profanity & Profane Gestures -Inappropriate language -Pushing -Disrespect to peers/adults -Leaving room without permission -Unauthorized electronic device usage	-Vandalizing school property -Actions that cause harm -Stealing -Fighting & Punching -Drugs, Alcohol, & Weapons -Biting & Spitting on others -Throwing furniture -Threatening to do injury to person or property -Sexual harassment -Sexual behaviors -Bullying & Gang Activity
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Consequences for Inappropriate Behaviors

Depending on the severity of the inappropriate behavior, consequences may include but are not limited to:

- | | | | |
|---|---|---|---|
| <ul style="list-style-type: none">• a verbal warning• redirection• restitution• parent contact,• revoked privileges• conference with the student and teacher | <ul style="list-style-type: none">• isolation in the classroom• time-out in a buddy room• short-term removal from the classroom (Rebound Room)• conference with student, parent, and teacher | <ul style="list-style-type: none">• after-school detention• in-school suspension (Rebound Room)• behavior contract• conference with student, parent, teacher, and behavior specialists | <ul style="list-style-type: none">• conference with student, parent, teacher, behavior specialists and administration• out of school suspension• arrest• expulsion |
|---|---|---|---|

Additional Consequences

In addition to suspensions and expulsions, students may be subject to additional disciplinary actions. These disciplinary actions may include:

- Suspension “pending parent conference” option on any infraction that constitutes a suspension of no more than 3 days.

- Community service in lieu of suspensions that do not exceed 3 days and equals that of the assigned suspension days.
- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assigning additional work
- Rearranging class schedules
- Requiring a student to remain in school after regular school hours to do additional school work or for counseling
- Restricting extracurricular activities
- Removal of a student by a teacher from that teacher's class for a period not to exceed five (5) class periods
- Loss of recess
- Eating lunch in isolation
- Eating lunch in main office
- Picking up trash
- Seat change
- Classroom isolation
- Student writes letter to parents
- Student writes letter to teacher

In our efforts to create and sustain a school-wide culture that is respectful, collaborative and positive we must all understand that we play an important role in the process. In making sure that your child receives the very best education in the very best setting, we ask that you join us in assuring your child's success by supporting our actions and instructional program. Contact your child's teacher to find out what you can do to increase your child's achievement at Ralph Waldo Emerson School 58. We look forward to partnering with you!



Appendix A:

PBIS Expectations



S.O.A.R. EXPECTATIONS



Value	School-wide	Hallway	Playground	Cafeteria	Restroom	Bus
S SAFETY	• KEEP SPACES CLEAR • FOLLOW INSTRUCTIONS	• WALK FACE FORWARD- KEEP TO THE RIGHT • KEEP HALLWAYS CLEAR AND CLEAN	• STAY IN DESIGNATED AREA • REPORT PROBLEMS TO AN ADULT	• FOLLOW DIRECTIONS FROM ADULTS • WALK AT ALL TIMES • EAT ONLY YOUR FOOD • VOICE LEVEL 2 WHILE EATING	• WASH HANDS • REPORT PROBLEMS TO AN ADULT • WALK AT ALL TIMES	• FOLLOW ADULT DIRECTIONS • SIT FORWARD AND STAY IN SEAT
O OWNERSHIP	• BE A PROBLEM SOLVER • TAKE RESPONSIBILITY FOR ACTIONS • CLEAN UP AFTER YOURSELF	• GO DIRECTLY TO YOUR DESTINATION • SET A GOOD EXAMPLE • DURING CLASS HAVE A PASS	• LINE UP WHEN YOU ARE CALLED • SET A GOOD EXAMPLE • USE EQUIPMENT PROPERLY	• LEAVE A CLEAN TABLE, CHAIR, AND FLOOR • SET A GOOD EXAMPLE	• THROW TRASH IN RECEPTACLE • USE TIME WISELY • KEEP WATER IN SINK	• TAKE CARE OF YOUR BELONGINGS • SET A GOOD EXAMPLE
A ACHIEVE	• SET GOALS AND MAKE A PLAN TO REACH THEM • DO YOUR BEST AT EVERYTHING YOU DO	• FOLLOW DIRECTIONS • HOLD DOORS FOR OTHERS	• PLAY BY THE RULES • INVITE OTHERS TO PLAY	• SIT WITH FEET UNDER TABLE • VOICE LEVEL 2 • RAISE HAND FOR HELP	• WAIT YOUR TURN • GO, FLUSH, WASH	• FOLLOW DIRECTIONS • KEEP VOICE AT A 2
R RESPECT	• KEEP HANDS AND FEET TO SELF • LISTEN AND BE KIND	• KEEP HANDS AND FEET TO SELF • VOICE LEVEL ZERO – CLASSES ARE IN PROGRESS	• TAKE TURNS • USE KIND WORDS AND ACTIONS	• RESPECT THE SPACE OF OTHERS • USE KIND WORDS AND ACTIONS	• RESPECT PRIVACY • USE KIND WORDS AND ACTIONS • USE EQUIPMENT AND SUPPLIES PROPERLY	• KEEP HANDS AND FEET TO SELF • SIT FACING FORWARD AND STAY IN YOUR SEAT

Voice Level

- 4 = Loud Crowd/Outdoor
- 3 = Presenter
- 2 = Group Conversation
- 1 = Whisper
- 0 = Zero Noise

SPECIAL AREA BEHAVIOR

Special area classes are an important part of your child's week. Special area classes include art, music, STEM and physical education. Students' behavior should follow the same expectations put into place as everywhere else in the building.

Ralph Waldo Emerson School 58

2026 - 2027 Student Handbook Verification of Receipt

Student Name:_____

Grade Level:_____

My signature below signifies that I am committed to student success. Moreover, I have read and understand the policies, procedures, and expectations of the Indianapolis Public Schools and Ralph Waldo Emerson School 58 as stated in the Student Handbook.

In addition, I will:

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

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

Printed Name of Student:_____

Student Signature:_____ **Date:**_____

Parent Signature:_____ **Date:**_____