

# **The Irvington Way**

## **Be Respectful**

To our students  
To our parents  
To our staff  
To our community

## **Be Responsible**

For my learning  
For my actions  
For my behavior  
For my attitude

## **Be Safe**

In my choices  
In my words  
In my actions  
In my life

## **Be Involved**

In our classroom  
In our school  
In our community  
In our world

## **Be Focused**

On my academic success  
On my test preparation  
On my career plans  
On my personal best

## THE IRVINGTON WAY

As a **STUDENT** at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

### **BE RESPECTFUL**

- Treat my teachers, my classmates, and everyone else in the school with respect.
- Help to create a positive learning environment.
- Respect our computers, our books, and our school building.

### **BE RESPONSIBLE**

- Take pride in my schoolwork.
- Wear my uniform according to the school's rules.
- Follow the classroom and school rules by paying attention, being quiet, and following directions.
- Arrive to school/class on time.

### **BE SAFE**

- Respect the personal space and possessions of others.
- Maintain positive relationships with others.

### **BE INVOLVED**

- Study at home as needed.
- Complete all work assigned by my teachers with my best effort.
- Put forth my best efforts academically.
- Come to school ready to learn.
- Plan and prepare for college every day.
- Be an active citizen in my school and my community.

### **BE FOCUSED**

- Plan for the future by working hard today.
- Meet every academic challenge.
- Refine my test taking skills.
- Give every assignment my best effort.

As a **PARENT/GUARDIAN** of a student at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

### **BE RESPECTFUL**

- Accept and support the teachers' classroom rules for behavior.
- Accept and support the school's behavior policies at all times.
- Listen objectively to teachers' comments and concerns.
- Treat teachers, my child's classmates, and everyone else in the school with respect.

### **BE RESPONSIBLE**

- Accept and support the school's dress code.
- Respond in a timely and complete manner to communications from the school.
- Make sure my child arrives at school on time, and then leaves on time.
- Make sure my child arrives at school well-rested and fed.
- Make sure my child arrives with a positive attitude and ready to learn.
- Monitor my child's time with television, computers, and other devices that may distract from education.
- Commit to study time at home as needed.

### **BE SAFE**

- Follow school policies and procedures for safe drop-off and pick-up of students.
- Maintain healthful nutrition and hygiene for my child.
- Be aware of interactions outside of school with other students.
- Use good judgment sending my child to school when he/she does not feel well.

### **BE INVOLVED**

- Be an active participant in my child's education.
- Help and assist my child in preparing for the future and college.
- Discuss concerns privately with the appropriate school representative(s).
- Attend parent-teacher conferences each semester.
- Spend 20 hours total every school year volunteering, visiting the classroom, attending meetings or events, and meeting with the teacher.
- Communicate events in my child's life that may affect his or her performance to appropriate staff.

### **BE FOCUSED**

- Plan well for my child's future as a contributing member of society.
- Make academic success the priority for my Irvington student.
- Reinforce the value of testing.
- Encourage my child to always strive for excellence.

As a **TEACHER** at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

**BE RESPECTFUL**

- Respect students and families in our school and in the community.
- Treat students as individuals, without discrimination.
- Behave in a professional and respectful manner.
- Discipline students in a fair and consistent manner.
- Share each child's confidential information only with the parent/guardian and my supervisors.
- Respect a parent/guardian's status as the most important person in a child's life.

**BE RESPONSIBLE**

- Set clear and understandable rules for my classroom.
- Prepare lessons that provide a high level of academic rigor.
- Deliver content and assignments that make subject matter relevant in today's world.
- Communicate with parents/guardians regularly by phone, e-mail, or in person.
- Respond to parent/guardian communication in a timely and appropriate manner.
- Keep accurate and up-to-date records of student progress and grades.

**BE SAFE**

- Create a positive and safe classroom environment.

**BE INVOLVED**

- Teach students good values, life skills, and knowledge.
- Assign only meaningful, relevant, and age-appropriate coursework.
- Monitor each child's progress in the curriculum and keep parents informed.
- Welcome parents and volunteers into our classroom.
- Develop relationships with students, parents/guardians, co-workers, and the community that foster the educational development of our students.

**BE FOCUSED**

- Be committed to all of my students' academic success.
- Work to be more effective every day.
- Make testing success a common denominator for both students and parents.
- Promote excellence by making a personal connection with all of my students.

**IRVINGTON COMMUNITY ELEMENTARY SCHOOL POLICIES & PROCEDURES, 2018-2019**

*Policies are subject to change. Any changes will be communicated to families in writing.*

*(Full versions available at [www.ics-charter.org](http://www.ics-charter.org))*

**ATTENDANCE:**

Excused Absences: A parent must call or leave a written note with the front office within 24 hours of the beginning of a student's absence, stating the specific reason for the absence. Students are allowed to make up work for an excused absence and are given one day to complete the assignments for each day absent.

Unexcused Absences: This is an absence for which the school does not receive an excuse from a parent, or the excuse provided is not legitimate. Students will not be given credit for any work due or assigned during an unexcused absence. This same policy is in effect for days a student is suspended from school.

Tardies: Students with excessive tardies may be assigned to In-School Suspension and/or after-school detention. Wake-up calls from the school's automated messaging system may be used to help improve chronic tardy issues.

Other Attendance Policies: In accordance with Indiana State Law, parents whose children have habitual unexcused tardies or absences will be referred to Juvenile Court. In addition, students who accumulate 10 or more absences without a doctor's statement will be required to present a doctor's statement in order for any future absences to be excused. Students with excessive absences or tardies may be referred for retention.

**GRADING SCALE:**

A = 90-100%    B = 80-89%    C=70-79%    D=60-69%    F=59% and below  
O = Outstanding    S = Satisfactory    I = Improving    N = Not Satisfactory

**POWER SCHOOL:**

Parents are encouraged to access student grades and attendance through our student management program, PowerSchool (<https://ics-charter.powerschool.com>). If you have lost your username and password, please contact your child's teacher or the front office.

## **SCHOOL HOURS:**

Students are expected to be in their classrooms and ready to begin learning by 8:00. Any student arriving after 8:00 will be considered tardy. School dismisses at 4:00 p.m. Students in good academic standing who are not participating in clubs may be dismissed at 3:00 for students in grades K-2 or 3:20 for students in all grades. Once a student has been dismissed for the day, he/she may not return to the classroom for forgotten items. This includes students who have been dismissed to After Care. Students who are not registered for YMCA After Care must be picked up by 4:15 p.m. Parents who arrive after 4:15 may be charged a per-minute fee.

## **TEXTBOOKS AND LOCKERS:**

- Lockers are property of Irvington Community School, Inc. and may be searched at any time, with or without cause.
- Textbooks are the property of Irvington Community School. The student's parent or guardian is responsible for the return of all issued textbooks to ICS in good condition upon withdrawal from ICS or the end of the school year.
- If an issued textbook is damaged beyond use (including graffiti), lost, or not returned to ICS, the parent will be billed approximately \$65 to \$90 for the cost of a new textbook.
- If an issued textbook is damaged, but can be re-bound, the parent will be billed \$20 for the cost of re-binding.

## **INCLEMENT WEATHER:**

For school closings and delays in inclement weather, please watch Channels 6, 8, and 13, visit their websites, listen to WIBC radio, or visit our website ([www.ics-charter.org](http://www.ics-charter.org)). In order to promote active lifestyles, students will generally have outdoor recess unless the temperature is below 25°, there is active precipitation, or there is a heat advisory. Students should have appropriate outerwear for outdoor recess.

## **PARENT VOLUNTEERS AND VISITORS:**

No visitors will be allowed from 7:00-8:00 a.m. or 3:00-4:00 p.m. without an appointment. For the safety of all ICES students, a criminal background check will be completed on all volunteers who will be working with students or chaperoning field trips. ICES requires that parents wishing to observe classes at ICES are expected to meet with school administration prior to their visit. Parents are encouraged to maintain regular contact with teachers via phone or email, or by scheduling appointments for conferences.

## **WELLNESS POLICY:**

The following policies have been developed to ensure the health and well-being of our students:

Classroom parties & birthday celebrations: Healthy options must be provided. No home-made foods. No sodas.

Lunch: Students may not trade foods. ICES staff will promote each child having a healthy lunch available to him/her. Sodas are not allowed. Desserts must be single-servings.

Parents Dining with Students: Parents may bring lunch in to have with their children for special occasions. Food is not to be shared or brought for any other children. No sodas.

## **CELL PHONE POLICY:**

Cell phones are to be kept in lockers and turned off. Students may not use cell phones at any time on school grounds. Cell phones that are seen or heard may be confiscated and returned to the parent at a later time.

## **BEFORE AND AFTER SCHOOL CARE:**

Before school care is available beginning at 6:30 a.m. each morning. Parents may not drop students off before 6:30 a.m. There will be no charge for before school care after 7:30 a.m. Students who are not registered for Before Care with the YMCA may not be dropped off prior to 7:30 a.m. Breakfast is served until 7:45 a.m. After school care is available for ICES families through the YMCA until 6:00 p.m. If the parent does not arrive for pick up on time or contact After Care personnel, the child may be considered abandoned and the Indianapolis Metropolitan Police Department may be notified. Students who are not registered for YMCA After Care must be picked up by 4:15 p.m.

Before and After School Care is considered a privilege for ICES families. Consequences for students who misbehave in Before or After School Care may include: in-school suspension, out of school suspension, detention, community service, and Before/After Care privileges being revoked. Failure to pay for Before and After School Care services which have been provided may also result in a student's Before or After School Care privileges being suspended or revoked.

**BULLYING POLICY:** Irvington Community Schools, Inc. is committed to providing and maintaining a safe learning environment, free from bullying and harassment. ICS Inc. will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation on our school campuses or during off-campus school-related events. All reports and complaints of bullying, cyber-bullying, and retaliation will be investigated promptly, and swift action will be taken. *Bullying* is targeted, repeated, abusive physical and/or verbal harassment with harmful intent that is both intimidating and threatening. *Cyber-bullying* is committed through the use of communications technology including texting, instant messaging, email, phone calls, and Internet social networking. *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, witnesses bullying, or provides information during a bullying investigation. Reports of bullying or retaliation may be made to any staff member by staff, students, parents or guardians, or others, and may be oral or written.

## **DRESS CODE:**

- Shirts: red, white, or navy blue with a collar, tucked in. Sweaters or sweatshirts may be worn with a collared shirt (school colors) underneath. Must be plain red, white, or navy blue, or ICES school logo shirt. No “hoodies”.
- Students may wear approved Raven-wear school spirit shirts on Fridays.
- Pants: navy blue or khaki. No jeans, leggings, or sweats. No sagging. Must be appropriate fit.
- Shorts: navy blue or khaki, school-uniform style, and no more than 2 inches above the knee. (Allowed only before Fall Break and after Spring Break.)
- Skirts or jumpers: navy blue or khaki, school-uniform style, and no more than 2 inches above the knee.
- Belts: brown, black or navy blue. Plain. Required for 3<sup>rd</sup>-5<sup>th</sup> grade.
- Shoes: No wheels. No platform, sling-back, slide-ons, open toes, sandals, or open-back shoes. No light-up shoes.
- PE: Students have PE every day and should have tennis shoes as well as wearing shorts under skirts.
- Jewelry/Make-up: No rings or bracelets. No necklaces visible outside of clothes. Single post earrings are allowed. No make-up. No fake nails. No tattoos. No facial piercings. No hair colors that are not naturally occurring. **All decisions regarding hair styles, accessories, and jewelry are up to the discretion of ICES school leaders.**
- Do not bring electronic devices or other valuable items. Sunglasses, hats, and purses must be kept in lockers.

## **GENERAL POLICIES & PROCEDURES: BEHAVIOR**

In partnering with students’ parents/guardians and family members, it is the responsibility of the entire school community to assist children in learning and putting into practice appropriate behavior. School personnel – namely Teachers, Aides, Deans, and Administrators – are charged with preserving the integrity of the learning environment.

1. Teachers have a responsibility to teach all students.
2. Difficult behavior should be viewed as opportunities to educate for change; leverage should be reserved for excessively disruptive or dangerous situations.
3. More motivation means less discipline.
4. Discipline is just another form of instruction.
5. Numerous strategies and lots of heart are necessary for success.

## **CLASSROOM MANAGEMENT**

ICS teachers are empowered to work with their students in innovative, instructional, engaging behavior management strategies and tactics. Corrective techniques are numerous and may include consultation, verbal or nonverbal redirection, one-on-one hallway discussions, and/or parent contact. If a teacher has a student who demonstrates significant misbehavior, whether involving repetitive infractions or a more serious single incident, which the teacher cannot manage effectively in the classroom, the teacher may refer the student to the ICS Behavior Coaching Team.

## **BEHAVIOR COACHING**

ICS Deans of Students work with students to help them understand their behavior and its negative implications – how it impacts themselves and others. Students involved with Deans of Students engage in constructive conversations and receive appropriate consequences, which can include (among many other techniques) reflective writing, personal and public apologies, community service to benefit the school's appearance, detention, in-school suspension, out-of-school suspension, and recommendation for expulsion. What most distinguishes our behavior management methodology is our Deans’ frequent communication with parents, informing them by phone and in-person of their students’ misbehavior, measures being taken, and progress being made (of note, parents are also informed of outstanding student behavior, even involving students who have little or no behavior issues while in school).

## **PARTNERING WITH PARENTS**

**Effective parenting is central to managing and improving students’ behavior.** The partnership between parents and school personnel is critical to every child’s academic success, character development, and evolution into a responsible adult. Parents are expected to read the ICES Student Handbook and support the school in its disciplinary approach to student management. Parents who are not in agreement with ICES’s philosophy and methodology in managing student behavior should seriously consider this in going forward as members of the ICES school community. A unified front between the school and parents in disciplining children will go a long way in promoting the ideal development of students as thriving adults.

**MINOR INCIDENT REPORTS:** MIR’s are used to document a student’s minor behavioral disruptions. Students may earn a minor incident for any action that disrupts the learning environment. Minor incidents may range from dress code infractions (e.g. untucked shirt) to infractions of other school rules (e.g., chewing gum) to disrupting class (e.g., excessive talking during instruction.) An individual MIR expires after one calendar month, and at that time, homeroom teachers discard them. If and when students accumulate 5 MIR’s in one calendar month, a Behavior Referral is written by the homeroom teacher with documentation of the accumulated MIR’s and forwarded to the ICES Behavior Coach for further coaching and consequences.

## IRVINGTON COMMUNITY SCHOOLS 2018-2019 SCHOOL CALENDAR

| Jul-18 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |    |    |    |

| Nov-18 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |

| Mar-19 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |
| 24/31  | 25 | 26 | 27 | 28 | 29 | 30 |

| Aug-18 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |

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

| Apr-19 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |    |    |    |

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

| Jan-19 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |    |

| May-19 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |

| Oct-18 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |    |    |

| Feb-19 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | 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 |    |    |

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

### IMPORTANT DATES

|                          |               |
|--------------------------|---------------|
| Student Registration     | 7/24/18       |
| Staff Prof. Development  | 7/26-7/27/18  |
| Students Report/Begin Q1 | 7/30/18       |
| Labor Day                | 9/3/18        |
| Staff Prof. Dev.         | 9/28/18       |
| Fall Break               | 10/1-10/12/18 |
| Conferences              | 10/15/18      |

|                    |                 |
|--------------------|-----------------|
| Begin Q2           | 10/16/18        |
| Thanksgiving Break | 11/22-11/23/18  |
| Winter Break       | 12/24/18-1/4/19 |
| Begin Q3           | 1/7/19          |
| Dr. MLK Day        | 1/2/19          |
| Pres.Day/Staff PD  | 2/18/19         |
| IREAD3             | 3/18-3/22/19    |

|                 |              |
|-----------------|--------------|
| Spring Break    | 3/25-4/5/19  |
| Conferences     | 4/8/19       |
| Begin Q4        | 4/9/19       |
| ILEARN          | 4/22-5/17/19 |
| Memorial Day    | 5/27/19      |
| Last school day | 6/6/19       |
| Staff work day  | 6/7/19       |