

Elwood Elementary School

Student Handbook 2017-2018

Home of the Panther Cubs

940 North 19th Street

Elwood, IN 46036



Principal – Mrs. Bev Groover

Secretary – Mrs. Ginger Brown

Secretary/Treasurer – Mrs. Carolyn Heaton

Phone: 765-552-7381

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Safe School Helpline: 1-800-418-6423 ext. 359

Web Page: www.elwood.k12.in.us

Facebook: <https://www.facebook.com/ElwoodElementarySchool/?ref=bookmarks>

Twitter: <https://twitter.com/ElwoodElem>

Instagram: <https://www.instagram.com/elwood.elementary/>



Elwood Elementary: Where We Expect Excellence!



WELCOME TO ELWOOD ELEMENTARY

Vision

The vision for Elwood Elementary School is to foster a positive environment in which achievement is valued, learning is meaningful and students gain foundations to become lifelong learners.

Mission

The mission of Elwood Elementary School is to create a culture of excellence where children achieve their individual best academically, socially and emotionally.

Core Values

Research-Based Best Practices
Data-Driven
Collaborative Team Work
Positive Environment
Personal Best for All



Motto

Elwood Elementary: Where We Expect Excellence!

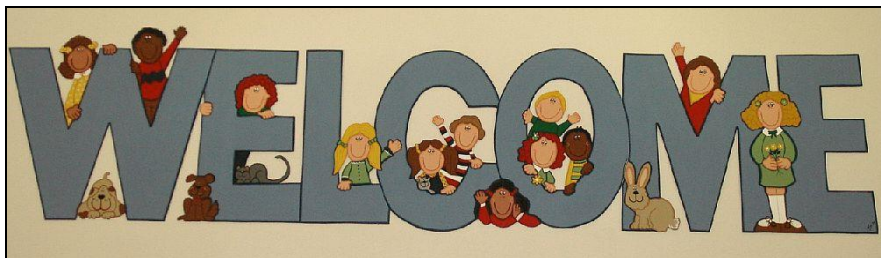


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Elwood Elementary Office and Instructional Staff



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Treasurer	Mrs. Carolyn Heaton		1660	cheaton@elwood.k12.in.us
Nurse	Mrs. Stacey Bock		1659	sbock@elwood.k12.in.us
Grade	Teacher	Room #	Phone Ext.	E-Mail Contact
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Pre – 3 yrs	Mrs. Jessica Tevalan	1	1601	jtevalan@elwood.k12.in.us
Pre – 3 yrs	Mrs. Sam Pearse	3	1603	spearse@elwood.k12.in.us
Pre – 3 yrs	Miss Logan Caldwell	4	164	lcaldwell@elwood.k12.in.us
Pre - 4 yrs	Mr. Jacob Brown	24	1624	jbrown@elwood.k12.in.us
Pre – 4 yrs	Mrs. Casey Laub	26	1626	claub@elwood.k12.in.us
Pre – 4 yrs	Mrs. Virginia Casas	28	1628	vcasas@elwood.k12.in.us
Pre – 4 yrs	Mrs. Kathy Maggart	30	1630	kmaggart@elwood.k12.in.us
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First	Mrs. Jodi Jones	26	1626	jjones@elwood.k12.in.us
First	Mrs. Corinne Shudick	27	1627	cshudick@elwood.k12.in.us
First	Mrs. Judy Wesley	10	1610	jwesley@elwood.k12.in.us
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Second	Mr. Elizabeth Wright	34	1634	ewright@elwood.k12.in.us
Second	Mrs. Carrie Bowman	35	1635	cbowman@elwood.k12.in.us
Second	Mrs. Stephanie Salazar	36	1636	ssalazar@elwood.k12.in.us
Resource	Mrs. Jenna Knapp	13	1613	jknapp@elwood.k12.in.us
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Art		18	1618	@elwood.k12.in.us
Music	Mrs. Kendra Cline	20	1620	kcline@elwood.k12.in.us
Computers	Miss Kasey Nance	22	1622	knance@elwood.k12.in.us
Library	Mrs. Dara Tracy	Library	1680	dtracy@elwood.k12.in.us
PE	Mrs. Shelly Renbarger	Gym	1640	srenbarger@elwood.k12.in.us

GENERAL SCHOOL INFORMATION

ABSENCE REPORTING PROCEDURE

Whenever possible, notification of the absence should precede the absence. In the case of illness, a call should be made during the morning of the day of the absence. **Call 552-1900 and listen to directions for reporting your child's absence at Elwood Elementary.** If no call is received by 8:30 a.m., an attempt will be made by the school office and/or the attendance officer to call or contact the parents. Students should not telephone or write a note to the school for their own absences. Failure to notify the school shall result in the absence counted as an unexcused absence. **After five (5) absences** in a semester, a letter will go home concerning the number of absences. **After eight (8) absences** in a semester, another letter will go home asking the parents to contact the school principal. If excessive unexcused absences have occurred, a hearing may be called with the parents and school personnel to discuss the attendance problem. *Refer to the Elwood Community School Corporation Discipline, Attendance and Homework Policy Handbook (DAH) for Entire Attendance Policy.*

ABSENCES - PREARRANGED

Parents or guardians are to complete and return the prearranged student absence request form to the school prior to the student's absence. These forms may be picked up at the school office. Refer to the *DAH Handbook* for more information on this topic.

ABSENCES - TARDY TO SCHOOL

Elwood Elementary School recognizes a need to instill a habit of promptness within students. Tardiness not only hinders the learning of the tardy student, it often interrupts, for a time, the educational atmosphere of the entire classroom. **Excessive tardies will result in a conference with the parents.** Please see "tardies" for more information.

(From *DAH Handbook*) Unexcused Absences/Truancies: Missed assignments can be made up for credit. The student is encouraged to complete all assignments missed during the time of absence. Arrangements to make up assignments are the responsibility of the student and/or parent in consultation with the teacher. The same number of days will be allowed to make up work as were missed by the student. Although students are able to make up work under this policy, there must be a penalty for unexcused absences/truancies. Therefore, a student will suffer a 1% deduction in their overall grading period grade for every unexcused absence/truancy.

ACCIDENTS OR INJURIES

If you are involved in an accident or are injured in any way at school or at school sponsored activities, you are to notify your teacher, coach or the office as soon as possible. An accident report form will be completed and placed on file in the office.

ADDRESS/TELEPHONE CHANGES

Whenever a change of address or telephone number occurs, it is the responsibility of the parent or guardian to contact the school office in order to keep student residency current. This information is very important for emergency situations and general communication purposes between home and school. Please see that your child's records are kept accurate and up to date.

APPEARANCE

There appears to be a definite relationship between good dress and good work habits and proper school behavior. School is the child's place of business, and the children who are dressed in appropriate school clothing seem to do a better job. Any form of dress or hair style which is disruptive to the purpose of the school's function will not be permitted. Short shorts, spandex shorts, tube tops, halters, shirts with obscene or questionable printing on them, or similar items of clothing will not be permitted. Tank tops must be worn with a t-shirt under them. Pants and shirts must meet at the waistline. Pant legs are not to touch the floor. Students shall dress in a manner which does not endanger the safety of themselves or others. The home and school need to cooperate in the matter of dress. Please refer to the *Student Discipline, Attendance, and Homework Policy Handbook (DAH)*.

ARRIVAL AND DEPARTURE

Students should arrive ten minutes prior to the beginning of school. Those arriving early will be permitted to enter the cafeteria at 7:30 a.m. to eat breakfast and/or wait for the bell. No student should go to a classroom before the 7:45 a.m. bell without permission from school personnel. Teachers will record tardies up to 8:00 a.m. Tardy students after 8:00 a.m. must report to the office to receive passes to be admitted to class. Students are tardy after 7:50 a.m. Students must be prompt and regular in attendance if satisfactory work is to be accomplished. Regularity and promptness are two important characteristics of a success.

Dismissal: Dismissal is at **2:20** p.m.

Buses: Buses will pick students up on **the north side** of the building on North J Street

Car riders: Pickup locations for car riders are as follows:

Preschool 4 Yrs: Small Gym Door Northeast Side (Door 7)

Preschool Younger than 4: Classroom Doors 1 and 3

Kindergarten: Office Door (Door 1)

First Grade: South Door by Playground (Door 2)

Second Grade: West Door at Alley (Door 4)

All others: Other students will be dismissed 5 minutes after the bus and car students.

Early Dismissal: When possible, medical and dental appointments should be made outside school hours. A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The student will remain in the classroom until the teacher is notified by the office to release the student. *The parent, or authorized person, must report to the office and sign the student out.*

ATTENDANCE AWARDS

Attendance awards will be distributed at the discretion of the faculty to acknowledge and promote high attendance rates in our students.

BACKGROUND CHECKS

If you plan to volunteer or chaperone field trips for **less than eight hours throughout the school year**, you must complete the necessary forms for a **limited** background check. There will be no charge for a limited background check. If you plan to volunteer or chaperone field trips for **more than eight hours throughout the school year**, you must complete the necessary forms for an **expanded background check**. There will be a charge for this expanded background check, and it will be good for five years. If you have multiple children in the school(s), you may wish to apply for the expanded background check so that you may attend more than one field trip per year. The forms are located on our school website or in our office. You may apply for background checks online at: <http://www.elwood.k12.in.us/for-students-parents/volunteer/>

BEFORE/AFTER SCHOOL CARE

Students in grades K-6 are invited to attend the EES Before and After School Care program. Before school care is offered from 6:00 – 8:00 a.m. and after school care is available from 2:30 – 6:00 p.m. daily. More information is available at the EES office.

BREAKFAST AND LUNCH SCHOOL BOARD POLICY

Note: ALL Elwood Elementary students are eligible for free breakfast.

1. No one may bring restaurant food into any cafeteria during the school lunch period.
2. Only “healthy beverages” as defined by the U.S. Department of Agriculture may be carried into any cafeteria in the Elwood Community School Corporation. Healthy beverages are defined as water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices.
3. The cafeteria is not responsible for refrigerating items for students unless prior arrangements are made with the cafeteria manager.
4. Public vending machines which offer beverages that do not meet the definition of “healthy beverages” may NOT be operational from 7:00 a.m. to the end of the school day.
5. Public vending machines that do not offer at least 50% healthy snacks may not be operated in any school within the Elwood Community School district at any time.
6. Children with specialized dietary needs due to medical reasons must provide doctor verification with specific substitutions listed in order to bring in items for consumption that may be restricted by the above policies. A doctor’s written statement will be required if juice is required as a substitution for milk with a school lunch. The doctor’s statement will be kept on file and must be renewed every year.

BULLYING

“Bullying is defined as overt, unwanted, repeated, and physical acts, aggression, or other behaviors committed by a student or group against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.” (IC 20-33-8-0.2) In compliance with Indiana code, Elwood Elementary has a “Bullying Plan.” Elwood Elementary School will not tolerate bullying acts. Students should report acts of bullying to an adult staff member. Elwood Elementary School takes proactive action to educate students and staff about bullying through convocations, and speakers and other professional opportunities. Alleged acts of bullying may be addressed through: One-on-one conferences with students, parent contact, group counseling, etc. In bullying matters, the building administrators will determine the disciplinary action for the inappropriate behavior. (Please refer to the *DAH Handbook*).

BUS INFORMATION

Riding the school bus is a privilege extended to students. This privilege can be taken away from students who engage in disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her request. The school will give drivers the full support. If your child is to go home any other way than he/she normally goes, he/she is to bring a written note from home stating this. Without a note, the student will follow his/her normal procedure for going home. **Please remember that an adult must be present at your child’s bus stop for pre-kindergarten, kindergarten and first grade students.** Students who do not follow bus rules will receive conduct reports which may lead to loss of privileges to ride buses. For more information, refer to “Bus Rules” on the back of transportation cards.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for by the end of the year. All monies collected are recorded by the school treasurer and paid to the proper fund for replacement purposes. If a lost book is found in acceptable condition, money paid will be refunded.

CLOTHING

Please mark your child's name on all articles of clothing and personal property. This is very important. Each year, items and articles of clothing are lost and/or unclaimed. Students should dress according to the weather and in clothes that are comfortable, clean and age appropriate in accordance with school policy.

COMPUTER USE EXPECTATIONS

We expect our students to follow the corporation's Acceptable Use Policy. The use of technology at school is a privilege. Misuse and/or damage of computer hardware, software, Internet access, or furniture will result in loss of computer privileges for a period of time, repair or replacement costs and/or disciplinary action.

COMMUNICATION

The staff at EES strives to communicate with parents on a regular basis. Please use the website regularly along with the following social media addresses:

Web Page: www.elwood.k12.in.us

Facebook: <https://www.facebook.com/ElwoodElementarySchool/?ref=bookmarks>

Twitter: <https://twitter.com/ElwoodElem>

Instagram: <https://www.instagram.com/elwood.elementary/>

CONDUCT - POSITIVE BEHAVIOR SUPPORT

Elwood Students **ROCK!** The behavior program is implemented at Elwood Elementary School is Positive Behavior Support (PBS). PBS is a framework for designing and implementing a school-wide positive behavior plan. It is a program where we "catch students being good!" ROCK stands for being responsible, organized, cooperative and kind.

	R Responsible	O Organized	C Cooperative	K Kind
Cafeteria	Leave your area clean. Keep hands and feet to yourself.	Stay in line/ABC order. Get everything you need before you sit down.	Talk using Level 2 (low) voice. Follow adult directions. Wait your turn.	Use good table manners. Use utensils correctly Sit on your pockets with legs under the table.
Playground	Keep hands and feet to yourself. Play on	Bring in what you took out. Dress appropriately for	Keep mulch on the ground. Follow adult directions.	Share and take turns. Include everyone.

	equipment correctly.	weather. Line up promptly when the whistle blows.		
Restroom	Take care of your own business. Wash hands. Keep hands and feet to yourself.	Place towels in trash.	Wait your turn. Use Level 1 (whisper) voice.	Respect privacy.
Hallways	Keep hands and feet to yourself.	Walk in a straight line. Stop at corners. Carry belongings appropriately.	Use Level 0 (no) voice. Follow adult directions.	Respect personal space. Respect school property.
Arrival	Get to school on time. Keep your hands and feet to yourself.	Stay seated in gym/cafeteria/labs. Follow adult directions for dismissal.	Follow adult directions. Use Level 2 (inside talking) voice.	Use kind words.

CONDUCT EXPECTATIONS

The school provides each student with an opportunity to acquire an education. No student has the right to interfere with the learning opportunities of others. All school rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, in the classroom, halls, and at any event where the elementary school is represented, regardless of location. The entire staff at Elwood Elementary School has the goal of establishing an atmosphere in which children will feel safe, secure, happy, and have a maximum opportunity to learn throughout the school. In an effort to accomplish this goal, we have developed the following Conduct Plan:

Step One: The teacher will follow the classroom plan for behavior (includes time-outs, phone calls to parents, notes home, etc).

Step Two: If the student repeatedly misbehaves and disrupts the classroom and the classroom discipline plan does not work, the teacher will write a discipline referral and send the student to the office.

Step Three: The student will see the principal and the situation will be discussed with the student. Appropriate consequences will be decided upon. Parents will be notified and a conference with the teacher and principal will take place either by phone or in the office of the principal if necessary.

SEVERE CLAUSE – In the event a child’s behavior is severe, the student will be sent to the principal’s office and parents will be contacted. Severe behavior includes, but is not limited to,

intentionally hurting another student, threatening a staff member, or immoral or indecent conduct. Severe behavior could result in one of the following:

1. In-school restriction (student may be denied participation in field trips, special activities, or programs).
2. Out-of-school suspension.

For students who show no desire to change, a proposed intervention plan will be developed by key staff members. Parents will be called in for a conference to discuss the plan and to make suggestions.

COUNSELING

Counseling service is available to students. The counselor's purpose is to help students, teachers, and parents in understanding the student's needs. Both students and parents should feel free to consult with the counselor about classroom concerns, plans, decisions, or personal problems. Students may be referred to counselors by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselor. Counselors are trained to listen to and assist children.

DISCIPLINE, ATTENDANCE AND HOMEWORK POLICY

Students are provided the Elwood School Corporation's "School Discipline, Attendance and Homework Policy" in a separate booklet. Because these rules apply to all Elwood students, parents/guardians should review these with their children.

DRUG, ALCOHOL AND TOBACCO POLICY

The Elwood School Corporation is a "Smoke Free" establishment. Possession of tobacco, alcohol, or illegal drugs is prohibited on smoke free school grounds. If this situation occurs, parents will be contacted, and punishment administered according to the Elwood Community School Corporation Discipline, Attendance and Homework Policy Handbook.

EMERGENCY SCHOOL CLOSINGS/ SCHOOL MESSENGER NOTIFICATION SERVICE

Please keep your phone numbers current and correct at all times for our School Messenger Notification Service. This message will inform you of school delays, closings, emergency messages, attendance issues, etc.

FIELD TRIPS

Students must have signed written permission slips on file before being allowed to go on field trips.

FIRE, TORNADO & SAFETY DRILLS

Fire, tornado and safety drills are held at scheduled times throughout the school year. Students are taught and will practice these procedures regularly and will be expected to follow the procedures for the safety of all.

FOOD ITEMS

Out of concern for children's allergies and other health related issues, parents will need to purchase pre-packaged food items for birthdays, classroom parties and other celebrations throughout the year.

GRADING SYSTEM

Elwood Elementary School reports information on student progress to parents using a Standards-Based Report Card. The rubric below is used to communicate student progress within each standard for the designated quarter.

Key for Performance Levels		
4	Exemplary	Student demonstrates an advance understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
3	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
2	Developing	Student is not yet consistent in demonstrating an understanding of grade level concepts, skills and processes taught in this reporting period.
1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.

HOMEWORK

Homework may be assigned to students on a regular basis as a way to supplement and strengthen the student's regular class work. Homework is a part of the student's grade, and the student will be held responsible for turning it in completed. Students who have been ill and absent from school may request homework assignments from their teachers. **Students will have the same number of days that they were absent to make up the work.** Parents are encouraged to contact the school office early in the morning regarding pickup of textbooks. Information regarding student homework is contained in the school corporation's *Homework Policy*.

IMMUNIZATION HISTORY

The governing body of a school corporation shall require the parents of a child who has enrolled in a school corporation to furnish, no later than the first day of school, a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the corporation. Please see the Student Discipline, Attendance and Homework Policies for more information on immunizations.

INSURANCE

Information about student insurance will be available at Elwood Elementary the first day of school. Parents wishing to purchase student insurance are to complete the insurance application form and return it to the school office. Please contact the building principal if you have questions about insurance coverage.

MEDICATION

The following rules should be considered if a student must bring medication to school.

1. **All** medication is to be turned in to the office – not kept in desks or classrooms. The only exception is an inhaler. Parents must notify the school nurse of the need for their child to carry an inhaler, the prescription name, and dosage.
2. **Medication must be sent to school in the original container.**
3. Before medication of any type will be administered, a form from the school office must be filled out completely and turned in. This form will be kept on file for the balance of the school year for nonprescription medication, or for the length of the prescription.

4. A log of each time a child takes medication will be kept on file in the health room.
5. **Medication sent in unmarked bottles, plastic bags, or without notes will not be given.**

A complete corporation medication policy is available for parent review.

NONDISCRIMINATION POLICY

The School Board declares it to be the policy of this corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this corporation.

PHYSICAL EDUCATION PROCEDURES

A parent note is required for students who miss one day of P.E. due to illness or injury. A doctor's note is due if multiple days are missed.

PRESCHOOL/DAYCARE

EES houses kindergarten through second grade. It also houses the Reichart Early Learning Center which includes preschool for three and four year olds. There are half day and whole day experiences available along with daycare opportunities for children 16 months to 36 months. More information is available at the EES office.

P.T.O.

All parents are members of the P.T.O.; therefore, we would like to encourage parents to become actively involved with our school's P.T.O. Many important events and projects are supported by the P.T.O. for the benefit of all students in the school. Meetings are held on the second Tuesday of each month.

RECESS

All students receive recess each day. Generally speaking, this is an outdoor activity. Precipitation, wind chill and/or temperatures below **25** degrees are about the only reasons for staying inside. Parents must assume responsibility for being certain that their children are dressed appropriately for the weather. When weather prevents outside recess, students will have recess in the classrooms. Students will walk to and from the playground. Students must respect each other and abide by playground rules.

REPORT CARDS

Report cards are issued every 9 weeks. Our report cards are standards based-report cards.

RESPONSE TO INTERVENTION/INSTRUCTION (RtI)

Response to Intervention/Instruction (RtI) is a multi-tier approach to the early identification and support of students with learning and/or behavior needs. An RtI team (e.g., classroom teacher, parent/guardian, principal, counselor, reading specialist, behavior specialist) will meet to review multiple sources of student data to identify key area(s) of need for an individual. A focused intervention plan is developed for the student to address the key area(s) of need. As the implementation plan is implemented the student's progress is monitored. The RtI Team comes back together, approximately six weeks later, to analyze the progress monitoring data and to determine the next steps with the intervention plan. The greater the level of student need, the more intense the interventions will be to close the gap.

RETENTION POLICY

At EES, our goal is to raise student achievement and close the achievement gap. We strive to prepare our students with skills necessary for success in the next grade level. Students who have been identified by a teacher/RTI Team will be referred to the Retention Team to evaluate data to determine next steps. Parents will be notified of the possibility of retention.

SAFE SCHOOL HELPLINE

You can let us know (anonymously) when you witness any illegal activity that threatens our schools. Your name is never asked. Dial 1-800-418-6423 ext. 359.

SEARCH AND SEIZURE

A school administrator or designee may search a student if there is reasonable cause for the search. This search may include pockets, purses, bags, shoes, and lockers/desks.

STUDENT COUNCIL

Student Council is an important part of our school. All members help with fundraisers, book fairs, charity drives, school climate, recycling, clubs, communication, etc. Student Council will have officers and each officer and member is expected to exhibit good behavior as they will be role models for the school. To be a member in Student Council, students must be in second grade, demonstrate leadership skills, and keep up with school work. Students will apply after the school year begins and will be chosen based upon their applications, character/citizenship, and principal/teacher recommendations.

SUMMER CAMPS

Students in grades K through grade six are invited to attend the EES Summer Camps. There will be nine “themed” weeks which includes free breakfast, snacks and lunch. More information is available in the EES office.

TARDY POLICY

Some issues arise occasionally that can cause a child to be late to school. Constant tardiness results in a valuable loss of time and may ultimately affect a child’s achievement level. When a student accumulates five (5) or more tardies, a tardy letter will be mailed parents. A conference will be called after the 8th tardy to school. Please refer to the DAH Handbook for “excessive tardies.”

TELEPHONES

Students should ask to use the telephone only in case of an emergency. Arrangements for after-school activities should be made before coming to school. Parents are encouraged to call their child’s teacher at a time when classes are not in session. It is extremely important for us to have a telephone number on the registration cards so that we can reach you in case of an emergency.

If you do not have a telephone, please use a close friend, relative, or neighbor’s number where you can be reached.

Cell Phones: Refer to the Elwood Community School Corporation *Discipline, Attendance and Homework Policy Handbook (DAH)* for this topic.

Cell phones may be used during the school day from 8:00 a.m. until 2:30 p.m. only in instances when the classroom teacher has approved it for an educational function.

Otherwise, cell phones should be powered off and in backpacks during the school day. Students who have cell phones powered on or out of backpacks during the school day will receive the following consequences:

- 1st offense: Cell phone will be taken away and a parent must come to school to claim it.
- 2nd offense: Cell phone will be taken away and a parent conference will be held.
- 3rd offense: Cell phone will be taken away and further disciplinary action will be taken as determined appropriate by the administrator.

TRUANCY

Please refer to the *School Discipline, Attendance, and Homework Policy Handbook (DAH)* regarding the School Corporations Policy for truancy.

VISITING & COMMUNICATING WITH THE SCHOOL

We invite you to visit your child's room and school and to get acquainted with the teacher.

1. Please feel free to visit our school often.
2. For a safe environment, our doors will be locked during the school day. Please ring the doorbell and use the intercom system when visiting.
3. **All visitors must report to the office first, sign in, and receive badges.**
4. **Badges must be worn and visible during your visit.**
5. Parent/Teacher Conferences will be scheduled in the fall of the year. Please join us to discuss your child's education, or we will arrange phone conferences or home visits if you are unable to attend. **Other conferences should be arranged at a time when the teacher does not have a child or children in the classroom or is on duty elsewhere.**
6. **Teachers are entitled to have 24 hours' notice for conferences and for classroom visitors.**

VOLUNTEERS WANTED

Please join us as a volunteer in our building. You can be a part of the team to help change the lives of our students. If interested, please contact a teacher or call the office at 552-9823.

WEB PAGE/COMMUNICATION

The Elwood Elementary School Web Page is very important for communication. Please visit our site regularly at www.elwood.k12.in.us to view pictures, news, announcements, etc. Also, LIKE us on Face book (Elwood Elementary School) and follow us on Twitter.

Web Page: www.elwood.k12.in.us

Facebook: <https://www.facebook.com/ElwoodElementarySchool/?ref=bookmarks>

Twitter: <https://twitter.com/ElwoodElem>

Instagram: <https://www.instagram.com/elwood.elementary/>

Elwood Elementary: Where We Expect Excellence!