

# Elwood Elementary School

Student Handbook 2018-2019

Home of the Panther Cubs

940 North 19<sup>th</sup> Street

Elwood, IN 46036



**Principal – Mrs. Bev Groover**

Secretary – Mrs. Lindsay Durm

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

Web Page: [www.elwood.k12.in.us](http://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 Teamwork  
Positive Environment  
Personal Best for All**

## **Motto**

**Elwood Elementary: Where We Expect Excellence!**

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## Elwood Elementary Office and Instructional Staff



	<b>Office Staff</b>		<b>Phone Ext.</b>	<b>E-Mail Contact</b>
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Secretary	Mrs. Lindsay Durm	Office	1600	ldurm@elwood.k12.in.us
Treasurer	Mrs. Carolyn Heaton	Office	1660	cheaton@elwood.k12.in.us
Nurse	Mrs. Shari Vehikite	Nurse's Office	1659	svehikite@elwood.k12.in.us
Social Worker	Miss Jane Hurdish	Sensory Room	1656	jhurdish@elwood.k12.in.us
Instructional Coach	Mrs. Emma Dougherty			edougherty@elwood.k12.in.us
<b>Grade</b>	<b>Teacher</b>	<b>Room #</b>	<b>Phone Ext.</b>	<b>E-Mail Contact</b>
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Daycare-16-29 mo	Ms. Angie Wilkerson	8	1608	awilkerson@elwood.k12.in.us
Daycare-30-36 mo	Mrs. Katelyn Alexander	8	1608	kalexander@elwood.k12.in.us
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Pre – 3 yrs	Ms. Liz Sorg	3	1603	esorg@elwood.k12.in.us
Pre – 3 yrs	Ms. Tisha Thompson	4	1604	jwilson@elwood.k12.in.us
Pre - 4 yrs	Mrs. Jessica Tevalan	7	1607	jtevalan@elwood.k12.in.us
Pre – 4 yrs	Mrs. Casey Laub	26	1626	club@elwood.k12.in.us
Pre – 4 yrs	Mrs. Virginia Casas	28	1628	vcasas@elwood.k12.in.us
Pre – 4 yrs	Mrs. Tonya McCormick	7	1630	tmccormick@elwood.k12.in.us
Pre - 4 yrs	Miss Jessica Wilson	2	1602	jwilson@elwood.k12.in.us
Kindergarten	Mrs. Kayla Hamilton	10	1610	khamilton@elwood.k12.in.us
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Kindergarten	Mrs. Shelley Kantner	14	1614	skantner@elwood.k12.in.us
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First	Mrs. Jodi Jones	15	1615	jjones@elwood.k12.in.us
First	Mrs. Corinne Shudick	18	1618	cshudick@elwood.k12.in.us
First	Mrs. Kelly Nabb	23	1623	knabb@elwood.k12.in.us
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Second	Mr. Elizabeth Wright	34	1634	ewright@elwood.k12.in.us
Second	Mrs. Kendra Howe	35	1635	cbowman@elwood.k12.in.us
Second	Mrs. Erin Davis	36	1636	ssalazar@elwood.k12.in.us
Resource	Ms. LouAnn Walden	24	1624	lwalden@elwood.k12.in.us
Speech	Mrs. MaryBeth Brockley	Speech	1658	mbrockley@elwood.k12.in.us
Speech	Mrs. Linsey Lasiter	Speech	1657	llasiter@elwood.k12.in.us
Art	Mrs. Ahsley Roon	27	1627	aroon@elwood.k12.in.us
Music	Mr. Lee Simmons	29	1629	kcline@elwood.k12.in.us
Computers	Miss Kasey Nance	22	1622	knance@elwood.k12.in.us
Library	Mrs. Kathryn Green	Library	1680	kgreen@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

The doors will open at 7:30 a.m. Students who enter before 7:30 a.m. will need to enter as "before school care" students and will be charged according to the program's billing system. Students will go to the classrooms at 7:30 a.m. and class will begin at 7:50 a.m.

**Arrival:** Students will report to class at between 7:30 and 7:50 a.m.

**Dismissal:** Dismissal is 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: Front Door (Door 1)

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

Our background check program is called Safe Visitors Solutions. We require parents who plan to visit for 8 hours or less to scan their driver's licenses for security checks. We are encouraging parents to obtain the "expanded background check" which will last for five years. Go here to sign up: <https://secure.safevisitorsolutions.com/Safe/Volunteer/000988/VOLUNTEER>

## BEFORE/AFTER SCHOOL CARE

Students in grades K-6 are invited to attend the EES Before and After School Club program. Before school care is offered from 6:00 – 7:30 a.m. and after school care is available from 2:20 – 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. Visitors with restaurant food will be asked to eat outside the cafeteria during the school lunch period.
2. “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. Prior arrangements with the cafeteria manager are needed for the cafeteria to refrigerate items for students.
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/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* for further information).

## BUS INFORMATION

Riding the school bus is a privilege. 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 follow directions for safety. If students are to go home any other way than they normally go, they are to bring written notes from home. Without a note, they will follow normal procedures 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 sites:

Web Page: [www.elwood.k12.in.us](http://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 implemented at Elwood Elementary School is based on Positive Behavior Support (PBS). PBS is a framework for designing and implementing a school-wide positive behavior plan where the focus is to “catch students making good choices!” ROCK stands for being Responsible, Organized, Cooperative and Kind.

	<b>R</b> <b>Responsible</b>	<b>O</b> <b>Organized</b>	<b>C</b> <b>Cooperative</b>	<b>K</b> <b>Kind</b>
<b>Cafeteria</b>	Leave my area clean  Keep hands and feet to myself  Stay seated, raise hands with questions	Stay in line/ABC order  Get everything I need before I sit down  Ask three friends to help me open something before asking an adult	Talk in a Level 2 voice  I will only talk to the friends at my table  Follow adult directions  Wait my turn	Chew with my mouth closed  Say please and thank you  I will only eat my food  Use utensils correctly  Sit on my pockets with my legs under the table



<b>Recess</b>	<p>Keep my hands and feet to myself</p> <p>Play with toys/ on equipment correctly</p> <p>Clean up all toys that I played with</p>	<p>Bring in what I took out</p> <p>Line up promptly when the whistle blows</p>	<p>Keep mulch on the ground</p> <p>Ask permission to take off my coat</p> <p>Follow adult directions</p>	<p>Share and take turns</p> <p>Treat others how I want to be treated</p> <p>Keep nature in nature</p>
<b>Restrooms</b>	<p>Wash hands with 1 pump of soap and 2 paper towels</p> <p>Keep hands and feet to myself</p>	<p>Place towels in the trash</p>	<p>Wait my turn</p> <p>Use Level 1 voice</p>	<p>Respect privacy</p>
<b>Hallways</b>	<p>Keep hands and feet to myself</p>	<p>Walk in a straight line</p> <p>Stop at corners</p> <p>Carry belongings appropriately</p>	<p>Use Level 0 voice</p> <p>Follow adult directions</p>	<p>Respect personal space</p> <p>Respect school property</p>
<b>Technology</b>	<p>Stay on the app or website my teacher assigned</p> <p>Keep my iPad charged</p> <p>Properly use my technology tools and accessories</p>	<p>Carry my iPad correctly</p>	<p>Use my words to help someone with their iPad, not my fingers</p>	<p>Use my iPad only</p>
<b>Bus</b>	<p>Keep my hands, feet and property to myself</p> <p>Sit bottom to bottom and back to back</p>	<p>Take all of my belongings with me</p>	<p>Use a level 1 voice</p>	<p>Respect the bus driver</p>
<b>Morning</b>	<p>Get breakfast as soon as I get to school</p>	<p>Go to the place my grade level goes to</p> <p>Follow directions of adults in gym, cafeteria and lab</p>	<p>Use a level 0 voice while in hallways</p> <p>Use a level 1 voice in gym, cafeteria, labs</p>	<p>Respect adults and students in all areas</p>
<b>Dismissal</b>	<p>Keep hands, feet and property to myself</p> <p>Follow hallway rules when headed to bus, cars or after care</p>	<p>Take all my belongings with me</p>	<p>Use a level 0 voice</p>	<p>Respect all adults on supervision</p>
<b>The Cart</b>	<p>Have money ready</p> <p>Do not use other money to purchase cart items</p>	<p>Make buying decisions quickly</p>	<p>Use a level 1 voice</p>	<p>Wait for my turn in line</p> <p>Be courteous to adult working at the cart</p>

## CONDUCT EXPECTATIONS

The entire staff at Elwood Elementary School has the goal of establishing an atmosphere in which children feel safe, secure and happy while having maximum opportunity to learn. In an effort to accomplish this goal, we have developed the following Conduct Plan:

Step One: The teacher will follow the classroom PBS plan rewarding positive behavior, and other means such as time-outs, phone calls to parents, notes home, etc. will be used if necessary.

Step Two: If disruptions or misbehaviors continue, 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. A plan of action will be determined and parents will be notified. A conference may take place if deemed 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, immoral or indecent conduct, etc. 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

\*If needed, 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 services are available to students. The counselor’s purpose is to help students, teachers, and parents in understanding our students’ 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 the counselor. Counselors are trained to listen to and assist children. Counseling from ASPIRE staff members is also offered in the school setting. Referral forms are available.

## 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 attending 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.

<b>Key for Performance Levels</b>		
<b>4</b>	Exemplary	Student demonstrates an advance understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
<b>3</b>	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
<b>2</b>	Developing	Student is not yet consistent in demonstrating an understanding of grade level concepts, skills and processes taught in this reporting period.
<b>1</b>	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**

The Fran & Ernie Reichart Early Learning Center is an integral part of Elwood Elementary. It 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.**

Parents are encouraged 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 once a month.

### **RECESS**

EES students receive recess each day. Generally speaking, children will go outside unless there is precipitation or wind chill and/or temperatures below **25** degrees. It is important that children are dressed appropriately for the weather. When weather prevents outside recess, students will have recess in the classrooms.

### **REPORT CARDS**

Standards-based report cards are issued quarterly (every 9 weeks).

### **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 will meet 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**

Let the school know (anonymously) when you witness any illegal activity that threatens our schools. 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**

When a student accumulates five (5) or more tardies, a tardy letter will be mailed parents. A conference will be called after the 8<sup>th</sup> tardy to school. Please refer to the DAH Handbook for “excessive tardies.”

### **TELEPHONES**

Parents are encouraged to call a 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 7:50 a.m. until 2:20 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:

- 1<sup>st</sup> offense: Cell phone will be taken away and a parent must come to school to claim it.
- 2<sup>nd</sup> offense: Cell phone will be taken away and a parent conference will be held.
- 3<sup>rd</sup> 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, sign in with our Safe Visitor process 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](http://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](http://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!**