

# Elwood Elementary School

## Student Handbook 2024-2025

Home of the Panthers

940 North 19th Street

Elwood, IN 46036



Principal - Mrs. Amanda Brophy

Assistant Principal - Mr. Cameron Foster

Phone: 765-552-7381 Fax: 765-552-2826

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

Web Page: [www.elwood.k12.in.us](http://www.elwood.k12.in.us)

Visit our Facebook Page [here](#)

# Welcome to EES!

## Vision

Connecting. Engaging. Growing.

## Mission

We connect with others to form healthy inclusive relationships. From these relationships, we engage students, families, and community in student learning to inspire growth.

## Elwood Elementary School

### 2024-2025 Staffing

Office	Position
Amanda Brophy	Principal
Cameron Foster	Assistant Principal
Susan Abner	Treasurer
Amanda Foster	Title I Teacher & EL TOR
Cindy Ahonen	Early Literacy Coach
Kylee Carr	Special Education Coordinator
Yvette Lawson	Secretary
Shari Vehikite	Nurse
Madison Evans	Behavior Interventionist
Kindergarten	Position
Carlee Griffith	Kindergarten Teacher
Shelley Kantner	Kindergarten Teacher
Kloe Benadum	Kindergarten Teacher
Marah Oyler	Kindergarten Teacher
Emily Bragg	Kindergarten Teacher
First Grade	Position
Caitlyn Hickey	First Grade Teacher
Ashley Parker	First Grade Teacher
Casey Laub	First Grade Teacher
Jessie Mireles	First Grade Teacher
Taylor Hobson	First Grade Teacher
Second Grade	Position
Natasha Smith	Second Grade Teacher
Susie Jones	Second Grade Teacher
Waylon Shaffer	Second Grade Teacher
Amy Hughes	Second Grade Teacher
Jeana Friedersdorf	Second Grade Teacher
Related Arts	Position
Bobbie Haas	Library Assistant
Shelly Renbarger	P.E. Teacher
Aubrey Estrada	Art Teacher
Bekah Settles	Music Teacher
Daniel Leonard	STEM Teacher
Special Education Teachers	Position
Jodi Alexander	Spec. Ed. Teacher FAP
Nina Richardson	Spec. Ed. Teacher Academics
Kelly Nabb	Spec. Ed Teacher ED
Alexis Jeffries	Spec. Ed. Teacher Preschool
Amanda Capshaw	Spec. Ed. Teacher Preschool
Special Education Aides	Position
Michelle Thompson	SE IA (Social/Emotional)

Sylvia Sylvester	SE IA (Social/Emotional)
Alexus Mackey	SE IA (Preschool)
April Wallace	SE IA (Preschool)
Jayden Jones	SE IA (Preschool)
Madie Penwell	SE IA (Preschool)
Emma Vehikite	SE IA (FAP)
Amy Weddell	SE IA (FAP)
McKenzie Moore	SE IA (FAP)
<b>Speech</b>	<b>Position</b>
Pat Shinness	School Psychologist
<b>Instructional Aides</b>	<b>Position</b>
Maddi Pine	K-2 Title I Assistant
Sam Wallace	K-2 Title I Assistant
Lilly Perry	K-2 Title I Assistant
Karrie Shipley	K-2 Title I Assistant
Ashley Pine	K-2 Title I Assistant
Amber Cheeseman	ISS Assistant
<b>Cafeteria</b>	<b>Position</b>
Patty Weileman	Cafeteria Manager
Marcia Clark	Cafeteria
Erica Cooper	Cafeteria
Karen Leisure	Cafeteria
Beverly Taylor	Cafeteria
Tina Street	Cafeteria
<b>Maintenance/Custodial</b>	<b>Position</b>
Jamie Jetty	Maintenance
Angela Kelich	Custodian
Scott Leavell	Custodian
Denise Baldwin	Custodian
Bud Shipley	Custodian
Cindy Stage	Custodian
<b>Preschool Staff</b>	
<b>Preschool Office Staff</b>	
Tonya McCormick	Administrative Assistant
<b>Preschool Leads</b>	
Sierra Vest	3 Year Old Lead
Beth Leavell	PreK 4's Lead
Virginia Casas	PreK 4's Lead
Joani Eastman	PreK 4's Lead
Angie Wilkerson	3 Year Old Lead
Elizabeth Sorg	PreK 4's Lead
Aryn Smith	3 Year Old Lead
<b>Preschool Aides</b>	
Aubrey Groce	PreK IA
Abby Dunlap	PreK IA

Chelsea Jones	PreK IA
Katie Vest	PreK IA
Misty Capps	PreK IA
Jessica Thomas	PreK IA
Ashley Small	PreK IA
Anna Smith	PreK IA
Rachael Duchateau	PreK IA
Hannah Hiatt	PreK IA

# 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. Whether the absence is considered 'Excused' or Unexcused' will be determined by administrators on a case by case basis. 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.** When a student accumulates five (5) or more tardies, a tardy letter will be mailed to parents. A conference will be called after the 8<sup>th</sup> tardy to school. Please refer to the DAH Handbook for "excessive tardies."

## 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 & CLOTHING

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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.

## ARRIVAL AND DEPARTURE

The doors will open at 7:30 a.m. Students will go to the classrooms at 7:30 a.m. and class will begin at 7:50 a.m. Free breakfast is available during this time.

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

**Dismissal:** Dismissal is 2:20 p.m. for bus riders and 2:25 p.m. for car riders.

**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 below. Please note parents must stay in their cars to pick up their children.

Kindergarten: West Door at Alley (Door 4)

First Grade: Sun Room Door

Second Grade: Sun Room Door

**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, in PowerSchool must report to the office and sign the student out. If your child is going home a different way than normal, you must log into Pick Up Patrol to input the changes.***

## 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. Anyone who plans on attending a field trip or a classroom party with their child this year, **must** complete a background check prior to the event. To complete this process, please follow this link <https://secure.safevisitor.io/Safe/Volunteer/000988> and choose 'Volunteer' from the drop-down menu. This background check lasts for five years. If you have done this recently, you may call the front office to check if your background check on file is still active. Please allow several days, or more, for this to go through. Any background check that is returned with an alert will be reviewed by administration. All decisions on approval of the background check will be made on a case by case basis by administration.

## BREAKFAST AND LUNCH SCHOOL BOARD POLICY

1. If parents or guardians bring restaurant food, the child will be asked to eat outside of 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.
7. When a student in grades pre-K-6 does not have funds for a meal, the student will be provided a regular lunch. The cost of this meal will be added to the student's account. Once an account reaches a negative balance over \$20, the student will be offered an alternative lunch consisting of a peanut butter & jelly sandwich, fruit, and milk. This meal will be offered at a charge of \$0.40 cents.  
Payments can be made using [lingconnect.com](http://lingconnect.com) or by sending a check or cash with the student.

## 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. (Refer to the *DAH Handbook* for more 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 your child is going home a different way than normal, you must login to Pick Up Patrol to input the changes. 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 kindergarten students.** Students who do not follow bus rules will receive conduct reports which may lead to loss of privileges to ride buses.

### **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.

### **CELL PHONES**

Effective July 1, 2024, Indiana law, IC 20-26-5-40.7, requires school corporations to prohibit the use of "wireless communication devices" by students in the classroom. The law contains a definition of wireless communication devices, which includes cell phones and smart watches. The law does provide for exceptions to the statutory prohibited use of these devices which include permission to use if given by a teacher, the device is needed for the student to carry out provisions of their IEP or 504 plan, or the use of the device is needed to manage the student's health care.

Cell phones, smart watches, and other cellular communication devices 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 consequences. Please see the Discipline Matrix on for the consequences.

### **CHILD ABUSE AND NEGLECT**

Any person who has a reason to believe a child (student) is a victim of abuse or neglect has a duty to make a report to the Department of Child Services (DCS) or the police. If anyone suspects a child is being abused or neglected, a report should be made immediately to the Hotline at: 1-800-800-5556 or to law enforcement. All school staff and personnel are considered mandatory reporters by the state of Indiana.

## **COMPUTER/CHROMEBOOK 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. Chromebooks and chargers will remain at school unless there is a scheduled eLearning day or a threat of severe weather.

## **DISCIPLINE, ATTENDANCE AND HOMEWORK POLICY**

Students are provided the Elwood School Corporation's "School Discipline, Attendance and Homework Policy" in a separate booklet. Parents/guardians should review the following matrix with their children. The matrix is a guideline used by administrators, however final disciplinary action is up to administration discretion.

### **EES DISCIPLINE MATRIX**

With each consequence a call home to communicate with the families will be made.

Students restart the behavior matrix after 4-6 weeks of no problem behavior.

<b>BEHAVIOR</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>
<b><i>Inappropriate Language/ Cursing</i></b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	Up to 2 day ISS	Up to 3 days ISS	Up to 5 days OSS with classroom re-entry plan
<b><i>Inappropriate Behavior</i></b>	Lunch Detention	- Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	- Up to 3 days ISS	- 1 day OSS	- Up to 3 day OSS + Up to 3 days ISS with classroom re-entry plan
<b><i>Out of Area</i></b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	2 days ISS	3 days ISS	
<b><i>Elopement</i></b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting - Possible Safety Plan	2 days ISS	3 days ISS	- Up to 5 days OSS with classroom re-entry plan
<b><i>Cell Phone</i></b>	Student given a verbal warning and asked to put the phone in their backpack.	Teacher holds the phone for the rest of the day. Teacher contacts Parents.  Lunch Detention	Office keeps the phone and parents must come pick it up.  Lunch/Recess Detention	1 day ISS and parent conference	2 Day ISS + cell phone check in the morning	
<b><i>Fighting</i></b>	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion
<b><i>Physical Aggression</i></b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	- Up to 3 days ISS - Referral to mental health services	1 day OSS + 1 day ISS	Up to 3 day OSS + Up to 3 day ISS with Classroom re-entry plan
<b><i>Harassment/</i></b>	Lunch Detention	Lunch/Recess Detention	1 Day ISS	- Refer to Bully Contract	1 day OSS + 1 day ISS	Up to 3 day OSS + Up to 3

<b>Bullying</b>		Discussion w/ counselor about bully contract	Bully Contract Parent Conference	- Discussion w/ counselor about bully contract - Up to 3 days ISS - Referral to mental health services		days ISS with classroom re-entry plan
<b>Refusal to follow directions (Defiance)</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	- Up to 3 days ISS - Referral to mental health services	Up to 3 days ISS	1 day OSS + 1 day ISS with classroom re-entry plan
<b>Theft</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS and discussion w/ SRO - Parent Conference - MTSS Meeting	Up to 3 days ISS	1 day OSS	Up to 3 days OSS + Up to 3 days ISS with classroom re-entry plan
<b>Disruptive Behaviors</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	Up to 3 days ISS	1 day OSS + 1 day ISS	Up to 3 days OSS + Up to 3 days ISS with classroom re-entry plan
<b>Dishonesty</b>	Lunch Detention	Lunch/Recess Detention	1 day ISS Parent Conference	Up to 3 days ISS		
<b>Disrespectful Behaviors</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	Up to 3 days ISS	1 day OSS + 1 day ISS	Up to 3 days OSS + Up to 3 days ISS with classroom re-entry plan
<b>Extreme Disruption</b>	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion
<b>Fires, Alcohol, Drugs, Weapons</b>	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted
<b>Verbal Aggression</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - MTSS Meeting	Up to 3 days ISS	1 day OSS + 1 day ISS	Up to 3 days OSS + Up to 3 days ISS with classroom re-entry plan
<b>Threat/ Intimidation</b>	Admin Discretion SRO Contacted  Lunch/Recess Detention	Admin Discretion SRO Contacted  1 day ISS	Admin Discretion SRO Contacted  Up to 3 days ISS	Admin Discretion SRO Contacted  1 day OSS + 1 day ISS	Admin Discretion SRO Contacted  Up to 3 days OSS + Up to 3 days ISS	Admin Discretion  SRO Contacted  Up to 3 days OSS + Up to 3 days ISS
<b>Technology Misuse</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference - Technology Plan	Up to 3 days ISS		
<b>Bus Incident (Defiance)</b>	Lunch Detention	Lunch/Recess Detention	- 1 day ISS - Parent Conference	Bus Suspension  Up to 3 days		Bus Suspension Up to 3 days
<b>Bus Physical Aggression (pushing, hitting, kicking, biting, etc.)</b>	Lunch/Recess Detention	- 1 day ISS - Parent Conference	Bus Suspension Up to 3 days	Bus Suspension  Up to 5 days		Removal from Bus

## **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 and on school associated field trips. 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. To sign up, go to:

Go online to [www.elwood.k12.in.us](http://www.elwood.k12.in.us)

Go to “Guardians” and click on the drop down menu

Go to “Emergency Alert System”

Click on “Access Instructions” and “Preference Account Instructions” to finish

## **FIELD TRIPS**

Students must have signed written permission slips on file before attending field trips. Parents must have a background check on file and must drive themselves. All parents attending a field trip are considered a chaperone and will be assigned duties to ensure the safety of our students. Our background check program is called Safe Visitors Solutions. Possession of a weapon of any kind, tobacco, alcohol, or illegal drugs is prohibited by both adults and students on smoke free school grounds and school associated field trips. Parents must obtain the “expanded background check” which will last for five years. Go here to sign up:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/000988/VOLUNTEER>

## **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 & DRINK**

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. All water bottles must contain only unflavored water.

## **GRADING SYSTEM**

Elwood Elementary School reports information on student progress to parents using a Standards-Based Report Card in PowerSchool. 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>	Meeting expectations without support (This is the goal!)

<b>3</b>	Meeting expectations with support
<b>2</b>	Progressing toward expectations
<b>1</b>	Not meeting 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. 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.

### **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. **All controlled medications must be brought to school by a parent or guardian. Parents and guardians will be asked to count the medication with a nurse and then sign a form stating that they have turned the medication over to the school nurse.**
4. 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.
5. A log of each time a child takes medication will be kept on file in the health room.

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.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORTS**

Positive behavior intervention and supports is a system of strategies and tools for defining, teaching, acknowledging appropriate expected behavior, and correcting unexpected behavior. PBIS focuses on behaviors that are expected, with the belief that students will choose to behave in the expected ways. The goal is to reduce school disruption and increase student success. The main components of PBIS include:

- Identifying expected behaviors
- Teaching, modeling and practicing what those behaviors look like, sound like, and feel like
- Praising appropriate behavior with private or public acknowledgement, and measuring outcome data to determine successes and barriers to reaching the desired goal

Here are some strategies EES uses to help implement PBIS.

- Positive office referrals
  - Students are sent to the office for making respectful, responsible, and safe choices. They will receive certificates and treats, positive phone calls home, and extra recess on Fridays with Mrs. Brophy and Mr. Foster.
- PBIS Reward System
  - Students can earn hole punches on cards for showing positive behaviors from any staff member in the building. These cards can be turned in for items and experiences that the students can purchase from the office.
- Students of the Week
  - Teachers will nominate one student from their classrooms for Student of the Week. This student will come down to receive his/her certificate, get a picture taken, and receive ice cream during lunch.

#### **Elwood PBIS Matrix**

	Classroom	Hallways	Cafeteria	Recess	Restroom
<p><b><u>Be Respectful</u></b></p> <p>Treating myself and others with kindness</p>	<ul style="list-style-type: none"> <li>- Follow directions the first time</li> <li>- Be kind to others</li> <li>- Respect personal space</li> <li>- Whole body listening</li> <li>- Raise hand to speak</li> <li>- Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Wave silently to friends</li> <li>- Enjoy wall displays with your eyes only</li> <li>- Respect personal space</li> <li>- Voice Level 0</li> <li>- Arrival and Dismissal only: Voice Level 2</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions the first time</li> <li>- Use kind words</li> <li>- Respect personal space</li> <li>-Wait your turn</li> <li>- Use good table</li> <li>-Voice Level 2</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions the first time</li> <li>- Use kind words</li> <li>- Share with others</li> <li>- Include and accept others</li> </ul>	<ul style="list-style-type: none"> <li>- Respect personal space</li> <li>- Wash your hands</li> <li>- Voice Level 1</li> </ul>

<p><b><u>Be Responsible</u></b></p> <p>Accountable for one's own actions</p>	<ul style="list-style-type: none"> <li>-Focus on self</li> <li>-Have materials ready</li> <li>-Turn work in on time</li> <li>-Be honest about your actions</li> <li>-Report problems to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Watch where you are going</li> <li>- Stay in line</li> <li>- Go directly to where you are supposed to go</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of school property</li> <li>- Clean up after yourself</li> <li>- Report problems to adults</li> <li>- Be honest about your actions</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of school and other's property</li> <li>-Use equipment properly</li> <li>- Clean up after yourself</li> <li>- Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>- Report problems to adults</li> <li>- Return directly to class or line when finished</li> </ul>
<p><b><u>Be Safe</u></b></p> <p>Free from harm or danger</p>	<ul style="list-style-type: none"> <li>-Hands, feet, and objects to self</li> <li>-Follow procedures</li> </ul>	<ul style="list-style-type: none"> <li>-Hands, feet, and objects to self</li> <li>-Stay to the right</li> <li>-Walking feet</li> <li>-Bully free</li> </ul>	<ul style="list-style-type: none"> <li>- Hands and feet to self</li> <li>- Stay in your seat</li> <li>- Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>- Hands and feet to self</li> <li>- Wait your turn</li> <li>- Bully free</li> </ul>	<ul style="list-style-type: none"> <li>-Hands, feet, and eyes to self</li> <li>- Wait your turn</li> <li>- Walking feet</li> </ul>

### **RECESS**

EES students receive recess each day. Generally speaking, children will go outside unless there is precipitation or wind chill and/or temperatures below **20** 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) and will be available via PowerSchool. Quarters 1-3, the report card will be sent home with the child. The envelope needs to be signed and returned. The Quarter 4 report card will be mailed home and can be kept at home.

### **RETENTION POLICY**

Beginning with evaluations administered in the 2024-2025 school year, Senate Bill 1 (1) Requires retention of a student in grade 3 in addition to remediation if the student has not achieved a passing score on the evaluation. (2) Requires schools to notify a student's parent of certain assessment results, interventions, or remedial actions provided to the student. (3) Requires schools to monitor the progress of students who have failed to achieve a passing score on the evaluation or the statewide assessment program test. (4) Requires schools to provide reading instruction aligned with the science of reading to all students in kindergarten through grade 8.(5) Requires schools to administer the evaluation to students who are in grade 2. (6) Requires a student to take the evaluation until certain conditions are met. (7) Requires school reporting on interventions for certain students at risk of not being reading proficient and for certain students who do not achieve a valid passing score on the determinant evaluation of reading skills. Creates exceptions to the grade 3 retention requirement for a student who meets certain criteria. Provides that if a student does not achieve a 90% attendance rate in a summer reading course, the student is required to participate in an individual reading plan in the following school year.

### **SAFE SCHOOL TIP LINE**

Report tips on bullying, harassment, drugs, vandalism, threats of violence, or any safety issue they are concerned about through SafeSchools Alert, a tip reporting service that allows students, staff, parents, and community members to submit safety concerns to our administration five different ways:

1. App: Search for “SafeSchools Alert” in the App Store to download for free (Instructions are on the back of this letter.)
2. Phone: 765.536.3042
3. Text: Text your tip to 765.536.3042
4. Email: 1791@alert1.us
5. Web: <http://1791.alert1.us> When you submit a tip, be sure to use our district’s identification code: 1791 in your communication.

### **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.

### **SOCIAL WORK**

Social work services are available to students. The social worker’s purpose is to help students, teachers, and parents in understanding our students’ needs. Students may be referred to the social worker by themselves, parents, teachers, other students, or administrators. The social worker may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with the social worker. Social workers are trained to listen to and assist children. Aspire counseling is also available for those who qualify for school based services. Referral forms are available.

### **SUICIDE/THREAT ASSESSMENT**

Elwood Community Schools proudly offers school counseling and school social work services to students. School counselors, school social workers, and behavior specialists work diligently alongside students, parents, teachers, administrators, and community members to support the positive growth and development of the whole child. Both students and parents should feel free to consult with counselors about classroom concerns, plans, decisions, or personal problems. The laws of confidentiality bind school counselors and school social workers. This means that students have a right to privacy with the information they share as defined by law, ethics, and school rules. School counselors and school social workers are obligated to breach confidentiality if a student poses an imminent danger to self or others or if information regarding child abuse or neglect is disclosed.

A threat consists of spoken or written words (including social media), the meaning of which a reasonable person would conclude carries the threat of imminent bodily harm to oneself or to another or to property and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration. Threats that are found to disrupt the school climate will be handled according to the discipline section of this handbook.

#### **Suicide/Threat Assessment Procedure**

1. If a staff member becomes aware that the student has made a threat, staff member will refer student to the appropriate staff member immediately with a phone call (followed by an email).



2. Student shall be interviewed the same day (immediately if possible). If school appropriate staff member(s) are not in the building, building principal will reach out to another building.
3. Staff member will use the [Columbia Suicide Severity Rating Scale](#) report to assess the student.
4. Color-coded guidelines will be followed on the CSSRS Blank Report regarding behavioral health referral and/or Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room.
5. Notify a parent or guardian; emergency contact if needed
  - a. If parents cannot be reached OR it is NOT appropriate to reach out to parents due to safety concerns, student will be transported to local ER by SRO for evaluation
  - b. Parent/guardian is notified that we will require a statement from mental health provider that the student has been evaluated before returning to school
6. Counselor, social worker or appropriate staff member will complete [ECSC Crisis Report Form](#) for the school.
7. If a student is not admitted to a mental health hospital OR once a student has returned to school, complete the ECSC [Safety Contract](#) with student/parent.

### **VISITING & COMMUNICATING WITH THE SCHOOL**

1. For a safe environment, our doors will be locked during the school day. Please ring the doorbell and use the intercom system when visiting.
2. All visitors must report to the office and present a state issued ID in order to receive their badge.
3. Badges must be worn and visible during your visit.
4. Parent/Teacher Conferences will be scheduled in the fall. Please join us to discuss your child's education, or we will arrange phone conferences or home visits if you are unable to attend.
5. 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 in PowerSchool 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.** If you would like to schedule a meeting with a staff member of EES you will need to call or email that person to set up a meeting time. This goes for teachers and/or administrators.
6. Teachers/Administrators are entitled to have 24 hours' notice for conferences.
7. Due to student safety, parents will not be allowed in the building unless an invite is extended. This will allow us to better track who is in the building to keep our students and staff safe. This includes lunch time visits.