

# Elwood Intermediate School

## Student Handbook 2024-2025

Home of the Panthers

1207 North 19<sup>th</sup> Street  
Elwood, IN 46036



Principal - Mrs. Abbey Grondin

Assistant Principal - Mr. Chris Conway

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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)

Visit our Facebook Page at Elwood Intermediate School

# Welcome to EIS!

## 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.

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## 2024-2025 Staffing

Office	Position	Extension	Location
Abbey Grondin	Principal	1350	Office
	Assistant Principal	1351	Office
Andrea Amick	Treasurer	1300	Office
Falyn Landrum	Secretary	1353	Office
Natalie Clark	Social Worker	1352	Office
Quincy Henderson	Nurse	1359	Office
Discipline	Position	Extension	Location
	6th, 7th, & 8th Alternative School	1324	124
Autumn Elliott	3rd-5th Panther Academy	1322	122
Kacey Nance	ISS	1365	Office
Coaching	Position	Extension	Location
Kelli Hine	Instructional Coach/HA Coordinator	1402	202
Third Grade	Position	Extension	Location
Lacey Petry	Third Grade Teacher	1307	107
James Savage	Third Grade Teacher	1309	109
Tristen Enyeart	Third Grade Teacher	1308	110
Rebecca Watkins	Third Grade Teacher	1311	111
Leslie Harding	Third Grade Teacher	1314	114
Fourth Grade	Position	Extension	Location
Melanie Hobbs	Fourth Grade Teacher	1302	102
Megan Beaverson	Fourth Grade Teacher	1304	104
Jillian Reese	Fourth Grade Teacher	1305	105
Stefanie Shank	Fourth Grade Teacher	1306	106
Domanic Heater	Fourth Grade Teacher	1308	108
Fifth Grade	Position	Extension	Location
Hannah Fite	Fifth Grade Teacher	1417	217
Joe Watkins	Fifth Grade Teacher	1416	216
Ella Shields	Fifth Grade Teacher	1415	215
Heidi Elsbury	Fifth Grade Teacher	1414	214
Nina Blaylock	Fifth Grade Teacher	1413	213
Rachel Roberts	Fifth Grade Teacher	1412	212
Sixth Grade	Position	Extension	Location
Amy Creamer	Sixth Grade Teacher	1404	204
Rachel Moore	Sixth Grade Teacher	1406	206
Hannah Todd	Sixth Grade Teacher	1409	209
Aut	Sixth Grade Teacher	1410	210
Jadrea Pardieck	Sixth Grade Teacher	1411	211
Related Arts	Position	Extension	Location
Rebekah Settles	Music Teacher	1419	219
Bobbie Haas	Library	1380	Library
Dan Leonard	STEM	1401	201
Shelly Renbarger	P.E. Teacher	1330	Gym

Aubrey Estrada	Art Teacher	1403	203
Paula Simmons	Band Teacher	1119	Band Room
<b>Special Education</b>	<b>Position</b>	<b>Extension</b>	<b>Location</b>
Kylee Carr	SPED Coordinator	1319	Library Office
Pat Shinness	Psychologist	1658	Audio Visual
Haley Swain	Occupational Therapist	1658	Audio Visual
Jennifer Pratt	Occupational Therapist	1658	Audio Visual
Theresa Fadale	Physical Therapist	1658	Audio Visual
Jenny Abbott	Blind/Low Vision	1658	Audio Visual
Jill Keller	Deaf/Hard of Hearing	1658	Audio Visual
Kim Bollinger	SLP	1123	123
Chelsey Shuler	SPED Teacher	1408	208
Joy Debaun	SPED Teacher	1313	113
Jim Boudrot	Life Skills Teacher	1301	101
Lauren Lee	Behavioral Support Teacher	1303	103
Taylor Rodriguez	Life Skills Aide	1301	101
Sarah Masbaum	Life Skills Aide	1301	101
Joy Morgan	Life Skills Aide	1301	101
Todd Haug	Behavioral Support Aide	1303	103
Amanda Kirts	Behavioral Support Aide	1303	103
Sherry Eubanks	SpEd Aide	1409	209
Elizabeth Fields	SpEd Aide	1313	113
Maicie Blade	SpEd Aide	1409	209
<b>Title</b>	<b>Position</b>		
Jennifer Mayes	Title 1/ML	1407	207
Bill Davis	3-6 Title Aide	1407	207
Stacy Hawks	3-6 Title Aide	1405	205
Kristy Cleaver	3-6 Title Aide	1407	207
	3-6 Title Aide	1405	205
Angela Heiser	3-6 Title Aide	1407	207
<b>Cafeteria</b>	<b>Position</b>	<b>Extension</b>	<b>Location</b>
JoAnne Huntington	Cafeteria Manager	1375	Cafe
Sue Shannon	Cafeteria	1375	Cafe
Sandra Shallenberger	Cafeteria	1375	Cafe
Chrystal Jordan	Cafeteria	1375	Cafe
Shari Coston	Cafeteria	1375	Cafe
Nicole Jarvis	Cafeteria	1375	Cafe
	Cafeteria	1375	Cafe
Pam Grogan	Cafeteria	1375	Cafe
<b>Maintenance/Custodial</b>	<b>Position</b>	<b>Extension</b>	<b>Location</b>
Jeff Loser	Daytime Custodian		
Terry Hartman	Evening Custodian		
Jordan Arehart	Evening Custodian		
Drake Gunter	Evening Custodian		
Charles Rickleman	Evening Custodian		

## General School Information

### ABSENCES AND 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 Intermediate.** 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) unexcused absences** in a semester, a letter will go home concerning the number of absences. **After eight (8) unexcused 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. If the attendance problem continues, the Investigator from the Prosecutor's office will be notified. Please refer to the *School Discipline, Attendance, and Homework Policy Handbook (DAH)* regarding the School Corporations Policy for more on truancy.

### 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 Intermediate 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.

Blankets are not permitted as a means to keep warm. Please send your students to school with a sweater or jacket. Blankets are not allowed in the classroom or on the school bus.

## 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.

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

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

**Buses:** Buses will pick students up on **the west side** of the building on North 19th Street

**Car Riders:** Pickup is on the west side (back of the building). Please form a single line and pull all the way forward.

**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 call the front office or send a letter to the school.***

## **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**

**Note: ALL Elwood Intermediate students are eligible for free breakfast.**

1. If parents or guardians bring restaurant food, the child 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.
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 Intermediate has a “Bullying Plan.” Elwood Intermediate School will not tolerate bullying acts. Students should report acts of bullying to an adult staff member. Elwood Intermediate 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. Without a note, they will follow normal procedures for going home. Students who do not follow bus rules will receive conduct reports which may lead to loss of privileges to ride buses. Please see the Discipline Matrix on page 10 for the consequences.

## **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 lockers during the school day. Students who have cell phones or watches powered on or out of lockers during the school day will receive consequences. Please see the Discipline Matrix on page 10 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 legal 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.

## 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, case, charger, or the device itself (e.g., the Chromebook keys, the screen, etc.) 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.

### EIS DISCIPLINE MATRIX

Behavior	1st	2nd	3rd	4th	5th
Inappropriate Language/ Cursing	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS	Up to 3 days ISS or possible alternative placement
Inappropriate Behavior	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS	Up to 3 days ISS or possible alternative placement
Out of Area	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention	1 day ISS	Up to 3 days ISS or possible alternative placement

			Parent Conference		
Cell Phone	Student given a verbal warning and asked to put the phone in their locker.	Teacher holds phone for the rest of the day. Teacher contacts Parents. _____ Lunch Detention	Office keeps phone and parents must come pick it up. _____ Lunch/Recess Detention	Office keeps phone and parents must come pick it up. _____ Lunch/Recess Detention	1 day ISS and parent conference or possible alternative placement
Fighting	Admin Discretion	Admin Discretion	Admin Discretion OSS	Admin Discretion OSS	Admin Discretion or possible alternative placement OSS
Physical Aggression	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention Parent Conference	1 day ISS Parent Conference	Up to 3 days ISS or possible alternative placement
Harassment/ Bullying	Lunch Detention	Lunch/Recess Detention Discussion w/ counselor about bully contract	1 Day ISS Bully Contract Parent Conference	Refer to Bully contract	Refer to Bully Contract
Refusal to follow Direction (Defiance)	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention Parent Conference	1 day ISS Parent Conference	Up to 3 days ISS or possible alternative placement
Theft	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school	1 day ISS and discussion w/ SRO	Up to 3 days ISS or possible alternative

			detention and discussion w/ SRO  Parent Conference	Parent Conference	placement
Disruptive Behaviors	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS  Parent Conference	Up to 3 days ISS or possible alternative placement
Dishonesty	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS Parent Conference	Up to 3 days ISS or possible alternative placement
Disrespectful Behaviors	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS Parent Conference	Up to 3 days ISS or possible alternative placement
Extreme Disruption	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion
Fires, Alcohol, Drugs, Weapons	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted	Admin Discretion SRO Contacted
Verbal Aggression	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS  Parent Conference	Up to 3 days ISS or possible alternative placement

Threat/ Intimidation	Admin Discretion  SRO Contacted	Admin Discretion  SRO Contacted	Admin Discretion  SRO Contacted  OSS	Admin Discretion  SRO Contacted  OSS	Admin Discretion  SRO Contacted  OSS
Technology Misuse	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day ISS  Parent Conference	Up to 3 days ISS or possible alternative placement
Bus: Physical Aggression	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion	Admin Discretion
Bus: Safety Violation	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day bus suspension	At least 3 day bus suspension
Bus: Inappropriate Behavior	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day bus suspension	At least 3 day bus suspension
Bus: Inappropriate Language	Lunch Detention	Lunch/Recess Detention	Lunch/Recess Detention + after school detention  Parent Conference	1 day bus suspension	At least 3 day bus suspension

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

## **DRUG, ALCOHOL AND TOBACCO POLICY**

The Elwood School Corporation is a “Smoke Free” establishment. Possession of tobacco, alcohol, or illegal drugs is prohibited for both students and adults on smoke free school grounds and 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 ride the bus to and from the field trip. 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

Students will be graded on their ability to perform grade level content. If a student receives a grade on an assignment that was not completed independently, the teacher will note this as such. Students may be given the opportunity to correct key assignments for half credit based on teacher discretion. Students in grades 3rd - 5th may be given the opportunity to correct tests for half credit based on teacher discretion. 6th grade students will not have the opportunity to correct tests to help prepare them for expectations in Junior High. All correction work should be returned to the teacher within a week of receiving it to receive credit. Whether corrections are done at home or in the classroom is dependent on the teacher and their policies. Elwood Intermediate School reports information on student progress to parents via a report card. The rubric below is used to communicate student progress within each standard for the designated quarter. The grading scale is as follows;

<b>A+</b>	<b>100</b>	<b>C</b>	<b>73-76</b>
<b>A</b>	<b>93-99</b>	<b>C-</b>	<b>70-72</b>
<b>A-</b>	<b>90-92</b>	<b>D+</b>	<b>67-69</b>
<b>B+</b>	<b>87-89</b>	<b>D</b>	<b>63-66</b>
<b>B</b>	<b>83-86</b>	<b>D-</b>	<b>60-62</b>
<b>B-</b>	<b>80-82</b>	<b>F</b>	<b>59 and below</b>
<b>C+</b>	<b>77-79</b>		

## 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.

## 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.

### **PASSES**

All students will receive a set number of passes for each quarter. Passes will be used when visiting the nurse, using the restroom outside of scheduled classroom breaks, and for other reasons that cause the student to miss class. If a student uses all of their passes and needs additional passes, they may serve an after school detention to earn an extra pass. If your child has special needs for the restroom or nurse (e.g. diabetic, daily medicines, asthma, etc.) they will not be required to use a pass if there is a doctor's note on file with the nurse.

### **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 EIS uses to help implement PBIS.

- Positive office referrals
  - Students are sent to the office for praise, and a positive phone call home. The student’s picture is taken and placed on the wall in the hallway.
- Postcards
  - Teachers can send home postcards with positive praise on them to the guardians of students.
- PBIS Ticket Reward System
  - Students can earn “Panther Paws” from any adult in the building. These are handed out at a teacher’s discretion after constant demonstration of our 5 categories defined in our school pledge and our PBIS Matrix. Panther Paws will be recorded on the students’ “Panther cards” that will be stapled into their planners. Students will be rewarded by their classroom teacher and the school based off how many Panther Paws they have earned.

**Elwood PBIS Matrix**

	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Recess</b>	<b>Restroom</b>
<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 Kind</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>Work Hard</u></b></p> <p>Always giving your best effort</p>	<ul style="list-style-type: none"> <li>- I will try my best at all times</li> <li>- I will accept and learn from mistakes</li> <li>- I will have a positive attitude when I do well and when things are challenging</li> </ul>	<ul style="list-style-type: none"> <li>-I will listen to and follow my teachers’ instructions the first time they are given.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep my area clean</li> <li>- I will keep my food to myself</li> <li>- I will clean up my area when I am finished eating</li> </ul>	<ul style="list-style-type: none"> <li>-I will work with my peers to solve problems and have fun</li> </ul>	<ul style="list-style-type: none"> <li>- I will use the restroom quickly</li> <li>-I will keep the restroom clean</li> </ul>

<p><b>Ready to Learn</b></p> <p>Free from harm or danger</p>	<p>-Hands, feet, and objects to self -Follow procedures</p>	<p>-Hands, feet, and objects to self -Stay to the right -Walking feet -Bully free</p>	<p>- Hands and feet to self - Stay in your seat - Walking feet</p>	<p>- Hands and feet to self - Wait your turn - Bully free</p>	<p>-Hands, feet, and eyes to self - Wait your turn - Walking feet</p>
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## RECESS

EIS 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

Report cards are issued quarterly (every 9 weeks). 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.

At EIS, 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/MTSS Team will be referred to the Administration Team to evaluate data to determine next steps. For students in grades 4-6, possible retention will be discussed with parents. Parents and the student's teacher will be asked to fill out a Light's Retention Scale.

### **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**

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 sign in with our Safe Visitor process and receive badges.
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 EIS 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.