

Elwood Intermediate School

Student Handbook 2025-2026

Home of the Panthers

1207 North 19th Street
Elwood, IN 46036



Principal - Mrs. Abbey Grondin

Assistant Principal - Mr. Austen Robison

Phone: 765-552-7378 Fax: 765-552-2017

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

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

Visit our Facebook Page at Elwood Intermediate School

Welcome to EIS!

Vision

Connecting. Engaging. Growing.

Mission

**To inspire a love of learning and personal growth through building relationships
with our students and their families.**

Table of Contents

| | |
|--|-------|
| Elwood Intermediate Staff Listing..... | 4-6 |
| Absences and Tardies | 6 |
| Accidents or Injuries..... | 7 |
| Address/Telephone Changes..... | 7 |
| Appearance and Clothing..... | 7 |
| Arrival and Departure..... | 7-8 |
| Background Checks | 8 |
| Breakfast and Lunch School Board Policy..... | 9 |
| Bullying..... | 9-10 |
| Bus Information..... | 10 |
| Care of Textbooks, Library Books, Etc..... | 10 |
| Cell Phones/Smart Watches..... | 10-11 |
| Child Abuse & Neglect..... | 11 |
| Chromebook Use Expectations..... | 11 |
| Discipline, Attendance, and Homework Policy..... | 12-14 |
| Drug, Alcohol and Tobacco Policy..... | 14 |
| Emergency School Closings/Parent Square | 14 |
| Field Trips..... | 15 |
| Fire, Tornado & Safety Drills..... | 15 |
| Food & Drink..... | 15 |
| Grading System..... | 15 |
| Homework..... | 16 |
| Immunization History..... | 16 |
| Medication..... | 16 |
| Non-Discriminatory Policy..... | 17 |
| Passes..... | 17 |
| Positive Behavior Intervention Supports..... | 17-18 |
| Recess..... | 19 |
| Report Cards..... | 19 |
| Retention Policy..... | 19 |
| Safe School Tip Line..... | 20 |
| Search & Seizure..... | 20 |
| Social Work..... | 20-21 |
| Visiting and Communicating with the School..... | 21 |

Elwood Intermediate School 2025-2026 Staffing

| Office | Position | Extension | Location |
|---------------------|-----------------------------|------------------|-----------------|
| Abbey Grondin | Principal | 1350 | Office |
| Austen Robison | Assistant Principal | 1351 | Office |
| Andrea Amick | Treasurer | 1300 | Office |
| Falyn Landrum | Secretary | 1353 | Office |
| Natalie Clark | Social Worker | 1352 | Office |
| Asheleigh Norris | Nurse | 1359 | Office |
| Discipline | Position | Extension | Location |
| Brittany Gregg | Alternative School IA | 1324 | 124 |
| | Alternative School IA | 1324 | 124 |
| Kacey Nance | ISS | 1365 | Office |
| Coaching | Position | Extension | Location |
| | Instr. Coach/HA Coordinator | 1302 | 102 |
| Third Grade | Position | Extension | Location |
| James Savage | Third Grade Teacher | 1413 | 213 |
| Leslie Harding | Third Grade Teacher | 1414 | 214 |
| Lacey Petry | Third Grade Teacher | 1415 | 215 |
| Becky Watkins | Third Grade Teacher | 1416 | 216 |
| Tristen Enyeart | Third Grade Teacher | 1417 | 217 |
| Fourth Grade | Position | Extension | Location |
| Melanie Hobbs | Fourth Grade Teacher | 1408 | 208 |
| Domanic Heater | Fourth Grade Teacher | 1409 | 209 |
| Stefanie Shank | Fourth Grade Teacher | 1410 | 210 |
| Megan Beaverson | Fourth Grade Teacher | 1411 | 211 |
| Jilliann Reese | Fourth Grade Teacher | 1412 | 212 |
| Fifth Grade | Position | Extension | Location |
| Ella Leininger | Fifth Grade Teacher | 1402 | 202 |
| Jamie Sidwell | Fifth Grade Teacher | 1404 | 204 |
| Joe Watkins | Fifth Grade Teacher | 1405 | 205 |
| Hannah Fite | Fifth Grade Teacher | 1406 | 206 |
| Heidi Elsbury | Fifth Grade Teacher | 1407 | 207 |
| Sixth Grade | Position | Extension | Location |
| Amy Creamer | Sixth Grade Teacher | 1304 | 104 |
| Isabel Reece | Sixth Grade Teacher | 1306 | 106 |
| Hannah Todd | Sixth Grade Teacher | 1308 | 108 |
| Lorna Tinkel | Sixth Grade Teacher | 1309 | 109 |
| Autumn Elliott | Sixth Grade Teacher | 1310 | 110 |
| Jadrea Pardieck | Sixth Grade Teacher | 1311 | 111 |
| Related Arts | Position | Extension | Location |
| Kevin Hoover | Music Teacher | 1313 | 113 |
| Bobbie Haas | Library | 1380 | Library |
| Rachel Roberts | STEM | 1314 | 114 |

| | | | |
|-----------------------------|------------------------------|------------------|-----------------|
| Matt Crawford | P.E. Teacher | 1330 | Gym |
| Aubrey Estrada | Art Teacher | | 125 |
| Paula Simmons | Band Teacher | 1119 | Band Room |
| Special Education | Position | Extension | Location |
| Kylee Carr | SPED Coordinator | 1685 | Library Office |
| Pat Shinness (HBM) | Psychologist | 1382 | Audio Visual |
| Haley Swain (HBM) | Occupational Therapist (HBM) | 1382 | Audio Visual |
| Jennifer Pratt (HBM) | Occupational Therapist (HBM) | 1382 | Audio Visual |
| Mitzi Stephens (HBM) | Physical Therapist (HBM) | 1382 | Audio Visual |
| Jenny Abbott (HBM) | Blind/Low Vision (HBM) | 1382 | Audio Visual |
| Jill Keller (HBM) | Deaf/Hard of Hearing (HBM) | 1382 | Audio Visual |
| Ashley Vest | SLP Assistant | 1123 | 123 |
| Patricia Haskett | SPED Teacher | 1418 | 218 |
| Chris Ruder | SPED Teacher | 1419 | 219 |
| Chelsey Shuler | FAP Teacher | 1301 | 101 |
| Val Rivard | FAP Teacher | 1303 | 103 |
| Haleah Heater | Behavioral Support Teacher | 1305 | 105 |
| Whitney Guyer | Behavioral Support Teacher | 1307 | 107 |
| Taylor Rodriguez | FAP Aide | 1301 | 101 |
| | FAP Aide | | |
| McKayla Dell | FAP Aide | 1301 | 101 |
| Mandy Vehikite | FAP Aide | 1301 | 101 |
| Amanda Kirts | FAP Aide | 1303 | 101 |
| Madison Quillen | Behavioral Support Aide | | |
| Brenda Lynch | Behavioral Support Aide | | |
| Tiffany Goodnight | Behavioral Support Aide | | |
| Lacey Copeland | Behavioral Support Aide | | |
| Sherry Eubanks | SpEd Aide | 1419 | 219 |
| | SpEd Aide | | |
| | SpEd Aide | 1418 | 219 |
| Multilingual Support | Position | | |
| Karen Bouw | ML TOR | | |
| Title | Position | | |
| Jennifer Mayes | Title Coordinator | 1403 | 203 |
| Bill Davis | 3-6 Title Aide | 1403 | 203 |
| Julie Schwinn | 3-6 Title Aide | 1403 | 203 |
| Kristy Cleaver | 3-6 Title Aide | 1401 | 201 |
| Liberty Delaplane | 3-6 Title Aide | 1401 | 201 |
| Angela Heiser | 3-6 Title Aide | 1401 | 201 |
| Cafeteria | Position | Extension | Location |
| JoAnne Huntington | Cafeteria Manager | 1375 | Cafe |
| Sue Shannon | Cafeteria | 1375 | Cafe |
| Jessica Jones | Cafeteria | 1375 | Cafe |
| Crystal Jordan | Cafeteria | 1375 | Cafe |
| Iesha Pena | Cafeteria | 1375 | Cafe |
| Christy Moody | Cafeteria | 1375 | Cafe |

| | | | |
|------------------------------|-------------------|------------------|-----------------|
| Ginger Creech | Cafeteria | 1375 | Cafe |
| Ashley Clabaugh-Gardner | Cafeteria | 1375 | Cafe |
| Maintenance/Custodial | Position | Extension | Location |
| Jeff Loser | Daytime Custodian | | |
| Gabby Jacobs | Evening Custodian | | |
| Jordan Arehart | Evening Custodian | | |
| Drake Guntle | 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 be sent using Parentsquare/PowerSchool regarding your children’s absences. **After eight (8) unexcused absences** in a semester, a phone call will be made home to set up a conference with the parents regarding their children's attendance issues. Continued excessive absences could result in retention in the child’s current grade level. If the attendance problem continues, the Investigator from the Prosecutor’s office will be notified.

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 and relates directly to the students current attendance record.

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 and could result in possible retention.** When a student accumulates five (5) or more tardies, a tardy letter will be mailed to parents. A conference will be called after the 8th tardy to school. Tardies will reset at the beginning of second semester. For the 2025-2026 school year; the sixth grade classes will be on a bell schedule that will mimic the middle school. Since there are more opportunities for tardies to accumulate; we will reset sixth grade tardies every 9 weeks. If the attendance problem continues, the Investigator from the Prosecutor’s office will be notified.

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 update this information in their PowerSchool account. If help is needed, parents should contact the school office. 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. At the end of each 9 week grading period, all items and articles of clothing that are unclaimed will be donated. 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 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. The following general guidelines are used (but not limited to) when reviewing background checks.

1. Does the candidate have an open or pending case within the last five years?
2. Was the parent/volunteer found guilty of a crime within the last five years?
3. Has the parent/volunteer ever been found guilty of a crime against children?

If your background check is denied, you will be notified with a letter outlining the reasons and next steps.

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 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.

Bullying contracts will be handed out to students who have a continual issue with bullying other students. The bullying contract will be given based on students continual offenses and issues with bullying other students. The contract reads as followed:

1st Offense: Discussion with the Principal, Assistant Principal, or Social Worker, bullying lesson implemented, parent contact, and lunch and recess detention.

2nd Offense: Discussion with Principal, Assistant Principal, or Social Worker, restorative lunch session, parent contact, and lunch and recess detention.

3rd Offense: Parent meeting to sign Bullying Contract.

Moving forward I understand that the following consequences will be provided if there is another bullying incident.

1st Offense after Bullying Contract: 1-day In-School Suspension, parent contact

2nd Offense: Administrative decision based on severity of bullying (possible OSS)

* The order of these steps are done at the discretion of administration and Social Worker.

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. To help ensure safety and keep buses under max capacity, we do not make one day bus changes to ride home with friends. 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.

Bus contracts will be handed out to students who can not behave on the bus. Students will receive the contract and will be sent home for a parent/guardian to sign it. The following are the steps of discipline for students who cannot behave on the bus:

1. Verbal warning from the driver or school staff member.
2. School consequence.
3. Temporary suspension and/or school consequences from bus privileges.
4. Permanent loss of bus privileges for repeated offenses.

These are subject to administrative discretion based on the severity of the offense.

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/SMART WATCHES

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 12 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 will be utilizing multiple disciplinary actions, below we will break down the different punishments that a student may receive as a result of an office referral.

- ★ Restorative Talk: Administration will bring students into their office to discuss the incident and help students find alternative ways of handling the situation.
- ★ Lunch Detention: Students will spend their lunch time in the ISS room. Students will be first in line to get their lunch and then will be on their own to make their way to the ISS room.
- ★ Lunch/Recess Detention: Students will be first to get their lunch and make their way to the ISS room to spend lunch and recess supervised.

- ★ After School Detention: Students will stay after school from 2:30-3:15 in the ISS room being supervised while working on homework. At 3:15 the student will be released to a parent who will need to be there to pick up their child.
- ★ ISS (In-School Suspension): Students will come to school and collect work from their teachers and report to the ISS room by 8:00. They will spend the day supervised working on assignments provided by their teachers.
- ★ OSS (Out-School Suspension): Students will spend the day at home for the duration of the suspension. If time allows we can collect work before students start their suspension so there is material to work on at home; but in some situations this won't be an option.

EIS DISCIPLINE MATRIX

| Elwood Intermediate School Infractions/Consequence Guidelines | | | | | | |
|---|------------------|--|---|--|--|---|
| Infraction | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 | LEVEL 6 |
| Bus Referrals: Per Bus Contract | Restorative Talk | Restorative Talk/Call Home | Bus Contract; Verbal Warning | School Consequence | Temporary Suspension from Bus | Permanent Suspension from the bus |
| Cell Phone | Restorative Talk | Students are given a verbal warning and asked to put the phone in their locker. | 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 | Students Drops phone at office at start of everyday Lunch/Recess Detention (2 Days) | 1 day ISS and parent conference or possible alternative placement |
| Destruction of School Property | Restorative Talk | Loss of school privileges Restitution (i.e cleaning, repair or fine) Lunch Detention | Loss of school privileges Restitution (i.e cleaning, repair or fine) Lunch/Recess Detention | Loss of school privileges Restitution (i.e cleaning, repair or fine) Lunch/Recess Detention + after school detention | Loss of school privileges Restitution (i.e cleaning, repair or fine) 1 day ISS | Loss of school privileges Restitution (i.e cleaning, repair or fine) Up to 3 days ISS or possible alternative placement |
| Dishonesty | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Disrespectful Behaviors | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |

| | | | | | | |
|--|-----------------------------------|-----------------------------------|--|---|-----------------------------------|---|
| Disruptive Behaviors | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Fires, Alcohol, Drugs, Weapons | Admin Discretion SRO Contacted | Admin Discretion SRO Contacted | Admin Discretion SRO Contacted | Admin Discretion SRO Contacted | Admin Discretion SRO Contacted | Admin Discretion SRO Contacted |
| Harassment/ Bullying | Restorative Talk | Lunch Detention | Lunch/Recess Detention Discussion w/ counselor about bully contract | 1 Day ISS Bully Contract | Refer to Bully contract | Refer to Bully Contract |
| Inappropriate Language/ Behavior | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Out of Area | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Physical Aggression/Fighting | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | ISS/OSS (1-5 Days) | OSS (5-10 Days) Admin Discretion or possible alternative placement |
| Refusal to follow Direction (Defiance) | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Technology Misuse | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |
| Theft | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention and discussion w/ SRO | 1 day ISS and discussion w/ SRO | Up to 3 days ISS or possible alternative placement |
| Threat/Intimidation | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | ISS/OSS (1-5 Days) | OSS (5-10 Days) Admin Discretion or possible alternative placement |
| Verbal Aggression | Restorative Talk | Lunch Detention | Lunch/Recess Detention | Lunch/Recess Detention + after school detention | 1 day ISS | Up to 3 days ISS or possible alternative placement |

| | |
|---|---|
| <p>Habitual/Extreme Clause</p> | <p>In addition to the consequences above, habitual and/or extreme infractions can result in any combination of, but not limited to, the following consequences: Behavioral contract, alternative school referral, counseling referral, file police report, up to 10 days OSS and/or expulsion recommendation for up to a full calendar year.</p> |
| <p>* School policy requires that the SRO be contacted in certain situations including, but not limited to physical aggression and fighting. * Parents could be called in for a conference at any point in the discipline process. It is our goal to work with parents to reduce discipline issues.</p> | |
| <p>(EIS 3-6) ALTERNATIVE PROGRAM</p> | <p>Sometimes kids have a tough time following directions, staying on task, or getting along with others and that can make learning hard for them and their classmates. When a regular classroom isn't helping enough, a student might need some extra support to get back on track.</p> <p>The Alternative Program gives students a break from their regular class so they can learn important skills that will help them do better in school and life.</p> |

*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 EIS Discipline Matrix.

EMERGENCY SCHOOL CLOSINGS/ PARENT SQUARE 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

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

ECSC will be using ParentSquare for all communication beginning in the 2025-2026 school year. All parents and guardians should download the app on their cellular device to receive information.

FIELD TRIPS

Students must have signed written permission slips on file before attending field trips. Parents must have an approved 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>. Please see the section title 'Background Checks' in this document for more information.

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;

| | | | |
|-----------|--------------|-----------|--------------|
| A+ | 100 | C | 73-76 |
| A | 93-99 | C- | 70-72 |

| | | | |
|----|-------|----|--------------|
| A- | 90-92 | D+ | 67-69 |
| B+ | 87-89 | D | 63-66 |
| B | 83-86 | D- | 60-62 |
| B- | 80-82 | F | 59 and below |
| C+ | 77-79 | | |

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.

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

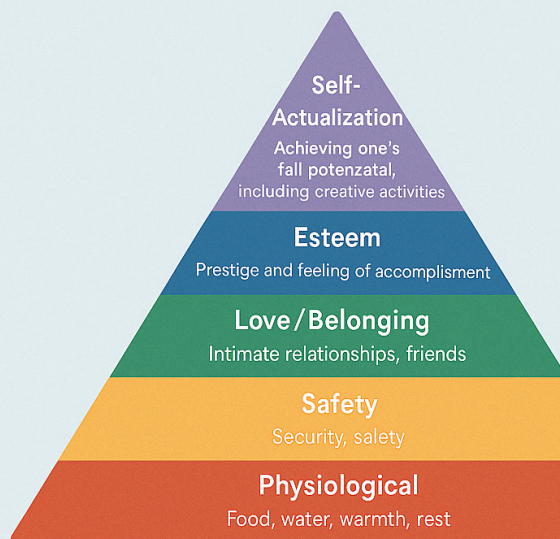
Here are some strategies EIS uses to help implement PBIS.

- 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 Tickets will be handed out to students who have shown exemplary behavior. These students will find corresponding baskets to put their tickets in. At the end of every week the administration will draw a name of a boy and girl from each grade level.

Those students will receive a prize; at the end of the semester we will draw names for the whole semester and those students will win a large prize.

| Grade Level | Focused Needs Area | Key Skills Taught |
|-------------|------------------------|---|
| K–2 | Physiological & Safety | Hygiene, nutrition, asking for help, identifying safe adults |
| 3–5 | Love/Belonging | Conflict resolution, empathy, friendship skills |
| 6–8 | Esteem | Self-advocacy, positive self-talk, handling peer pressure |
| 9–12 | Self-Actualization | Goal setting, career planning, resilience, identity development |

Incorporating Maslow’s Hierarchy of Needs in the Classroom



Guiding Principles for Students

- I take care of my body and health.
- I make choices that help me feel safe and secure.
- I build positive relationships and show empathy to others.
- I believe in myself and value my strengths.
- I strive to grow, learn, and achieve my goals.

RECESS

EIS students receive recess each day. 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. Unless a doctor's note is provided, all children will go outside. Outdoor play offers numerous physical, social, and emotional benefits that contribute to the overall well-being and development of children. When weather prevents outside recess, students will have recess in the classrooms or in the gym.

REPORT CARDS

Report cards are issued quarterly (every 9 weeks). Report cards will be sent to parents/guardians via Parent Square. Parents are encouraged to check their child's grades on PowerSchool each week.

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 IREAD 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, but is not limited to, 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 twice a 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.
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.

8. ECSC teachers, administrators, coaches, and other staff will be using ParentSquare for all communication beginning with the 2025-2026 school year. All parents and guardians should download the app on their cellular device to receive information.