Student Handbook
September, 2018

Dear Elwood Middle School Students,

Welcome to a new school year at EMS! We are so excited to begin the year together. This agenda book will be a very important tool to help you be successful in middle school. Included in these pages are the Elwood Middle School District Code of Conduct, as well as our district and building policies and procedures. This book also has a number of reference pages with useful information to assist you in your learning. Please take the time to review and discuss these items with your family. Good luck and have a wonderful school year!

Sincerely,

Dr. Sapienza          Mrs. Valle
Principal            Assistant Principal
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GUIDANCE DEPARTMENT

Bita Mir, Psychologist
Sherine DeJesus, Social Worker

Todd Schwartz, Guidance Counselor
Laurie Lederer, Guidance Counselor
### EMS
### 2018/2019 Bell Schedules

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<th>2 Hour-Delay</th>
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<td>2:35pm-3:02pm</td>
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</table>
The middle school calendar will run on a 6 day cycle. This will determine the class students attend during their workshop period. All other classes run either everyday or every other day on an odd (1,3,5) or even (2,4,6) rotation.

Elwood Middle School Procedures

Absences
State Law governs student absences. The only legal absences are sickness of the pupil, sickness or death in the family, impassable roads, quarantine, religious observance, requirement to be in court, attendance at organized clinics, remedial health treatment or being in an approved cooperative work program.

Unexcused absences for other reasons than those listed above, including family vacations, are designated as illegal absences.

If it is possible for a pupil to report to school, even though the student may be tardy because he/she overslept, or because of some other occurrence, it is important that he/she come to school for the remainder of the day. The parent or guardian is required to provide a note the day of lateness or the day after an absence.

A student who is absent from school for more than four (4) periods will not be permitted to partake in after school or evening activities that same day without consent of the administration.

The school should be notified, as soon as possible, of any absence. Please notify the Attendance Secretary at (631) 266-5420 Option 1. Messages can be left at any time of the day/evening.

Procedure After An Absence
Students returning after an absence must bring a written note, signed by parent or guardian to their first period teacher. Notes should state, specifically, the kind of illness or reason for absence. (The law states that school authorities must have a note signed by a parent or guardian for every absence or tardiness.). If a note is not brought to school, such absence will be coded "illegal".

Arrival/Dismissal Procedures
Arrival: Buses bringing students to school will arrive at approximately 8:10 AM. During periods of inclement weather, all students should report to the cafeteria except when arriving for Music or Speech groups or with a Teacher’s pass for Library or extra help. Entry to the building should only be through the cafeteria. Arrival at school prior to 7:30 AM is not advised unless prior arrangements have been made with a staff member. Pupils coming in early for extra help should have a pass from the teacher with whom they will be working.

Dismissal
Students who do not need to remain for activities are dismissed at 3:02 PM. With the exception of clubs or extra help the academic wing will be off-limits to students after 3:30 P.M. unless it is approved by building administration.

Since there will be no late bus, students who are bus riders and have to fulfill any of the above obligations, may either (a) make arrangements to be picked up by car; (b) ask for parental permission to walk home; (c) ask that the obligation be fulfilled the next morning; or (d) request a future afternoon when transportation is available.

Cafeteria
The cafeteria is a place for students to feel safe, enjoy time socializing with friends and eat lunch. In order to maintain a clean, enjoyable environment for all, please note the following rules:

● Be kind and courteous to others.
● Remain seated and speak using an indoor voice.
● Make sure tables and surrounding floor area are clean. Food and drink should remain in the cafeteria.
● Students must have a signed pass to leave the cafeteria.
● Chromebooks and backpacks are permitted in the cafeteria. Cell phone and other gaming electronic devices are not permitted.
● Upon dismissal, leave in a quiet and orderly fashion.

Food Service
The Elwood School District believes that one of the most important ways to help children perform in school is to provide the nutrition necessary for the healthy growth of their minds and bodies. Therefore, we provide breakfast and lunch in all schools.

We invite all students to show their support for the school Food Service Program through frequent participation. Prepaid meals are available at a reduced price.

Children from households that meet federal income guidelines are eligible for a free or reduced-price lunch and breakfast. Each family will receive an application in the mail or an application may be acquired at the nurse’s office of each building. A family may apply for free or reduced-price meals any time during the school year.

Health Services

● Identification of Children with Disabilities
  ○ Federal legislation (PL94-142) ensures that all children with disabilities have available to them a free appropriate public education which includes special education and related services designed to meet their unique needs. Part 200 of the Regulations of the Commissioner of Education states in part, “When a Board of Education is notified in writing by a child’s parents or guardians, by a professional staff member of that district, or by a licensed physician that there is a reason to believe that such child may possess a disabling condition which would require the provision of special educational services, the Board of Education shall provide for a determination of eligibility and classification for the pupil’s placement in an appropriate special education service or program.”

● Immunizations
  Each student must comply with New York State immunization requirements for school entry. For entry into the Elwood Middle School: three doses of diphtheria, pertussis and tetanus; one dose of Tdap (at age 11); four doses of Sabin polio vaccine; 2 doses of measles, mumps and rubella vaccine (the first dose after first birthday); three doses of hepatitis B, and 2 doses of varicella vaccine are the minimum requirements. Students who are entering 7th grade must receive one dose of meningococcal conjugate vaccine (brand names Menactra or Menveo). Students will not be admitted to school without submission of the updated immunization records. Further information regarding immunizations may be obtained in the Health Office.

● Medication During School Hours
  Medication may be administered during school hours only under the following conditions:
The parent may come to the Health Office with the medication and give it to the child at the appointed time.

Students may need to take medication(s) during school hours in order to attend school, participate fully in the education program, and maintain an optimal state of health. This applies to medications medically necessary for the student to take while in school; this does not apply to medications that may be taken at another time of day. The nurse may administer medicine if it is in a bottle labeled by a pharmacist with the pupil's name, dosage and frequency of dosage. This must be accompanied by a medication form that is completed by both doctor and parent. The medication form can be obtained from the Health Office as well as the school’s website. This rule applies to aspirin, antihistamines, decongestants, cough medicines, nose drops or other non-prescription drugs as well.

- **Physical Examinations**
  Physical examinations are suggested annually for every student but required for every 7th grader or new entrant. Students participating in inter-scholastic sports are also required to have physical examinations each year. Students may have their physicals done by their family doctor or the Health Office will make arrangements for the examination, to be done by the school doctor. As of July 1, 2018 physical exams must be completed on the NYS School Health Examination Form. This form can be obtained in the Health Office or on the school’s website.

**Lockers**

Each student will be assigned a personal combination lock and locker. Use only the locker assigned to you and keep it locked at all times. Personal locks are not permitted on a school locker. Do not tamper with another locker or give your combination to another person. Sharing your combination with others very often results in missing books and/or personal materials. The school will not be responsible for the loss of items from your personally assigned locker. It is suggested that you use your locker before and after school as well as at lunch. The use of lockers between periods is not a valid excuse for lateness to class. Lockers are loaned to the students for use during the school year and remain the property of the Elwood school District. In view of this, school officials maintain the right of access to lockers when given due cause.

**Library**

The EMS library provides a warm, welcoming environment to the students and staff. We strive to provide high interest materials for students, while also supporting and enhancing the curriculum. Students and staff are encouraged to share requests for materials to help build our library.

- **Resources:** The EMS Library supports 24/7 learning by providing many resources for both students and parents on the EMS Library Website. Please visit the website to explore the databases, the e-book shelf and other informative links to assist in research and classroom assignments. The Library Website can be accessed from the EMS Homepage. Please be advised some information on the website is protected and can only be accessed when using an Elwood student domain login.

- **Overdue Materials:** Library materials are loaned out for a two week period. Late notices are distributed monthly to the students during their homebase. Twice a year late notices are mailed home to the attention of a Parent/Guardian. There are no fees for late items, however, lost or damaged materials need to be paid for.

- **Lunchtime:** There is a sign up sheet in the cafeteria where students can sign up to visit the library during their lunch period. Students will be given a pass and brought up to the library after eating their lunch in the cafeteria. Please note, there are a limited number of passes given and on occasion the library may not be open to students during lunch if there are special events or meetings are being conducted in the space during that time.
Lost and Found
Students should bring lost articles to the Main Office where the owner can claim them.

Science 7 Lab
The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences. The primary goals for demonstrations and investigations involving animals are to achieve an interest in and an understanding of the life processes, to demonstrate biological principles, and to teach proper care and handling of animals. Therefore, the Board requires that any such instructional activities, investigations, and projects be well-planned and adequately supervised, and be conducted with a respect for life and an appreciation of the health and safety of both animals and students.

The Board also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student’s teacher. The objection must be substantiated in writing by the student’s parent or guardian.

Student Activities

● **Clubs:** We believe it is important for students to become involved in school-sponsored activities as a means of enhancing their leisure time. Elwood Middle School offers a variety of full and half-year clubs covering a large range of interests.

● **Dances/Evening Activities:** Throughout the year, the Student Council sponsors several after-school dances and other events to which all students are invited. When tickets are sold, it is done during the lunch periods. No tickets are sold at the time of the dance.

● **Guidance:** Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study tips, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor, social worker, or school psychologist. Students wishing to visit a counselor, social worker, or school psychologist should contact the secretary in the Guidance Office to arrange for an appointment.

● **Honor /High Honors List**
  ○ At the end of each marking quarter, students meeting the following requirements will be named to the Honors or High Honors Lists.
  ○ HONORS An overall average of 90 or above in all subjects for the marking period; plus maintaining a minimum score of 80 in all courses for that marking period. Additionally, students must receive a “P” in all courses with a P/F designation.
  ○ HIGH HONORS An overall average of 95 or above in all subjects for the quarter; plus maintaining a minimum score of 80 in all courses for that marking period. Additionally, students must receive a “P” in all courses with a P/F designation.

● **National Junior Honor Society**
  ○ To qualify for grade 7 and 8 membership in the Honor Society, a student must have a 94.50 cumulative grade average. For 7th grade membership, the grade average is based upon the four quarters of 6th grade and the first two quarters of 7th grade (6 quarters total). For 8th grade membership, the grade average is based upon four quarters of 6th and 7th grade and the first two quarters of 8th grade (10 quarters total). Admission to the Honor Society is not based solely on scholarship. A student must also demonstrate superiority in citizenship, leadership, service and character as evaluated by a Faculty Council:
    ■ Leadership: The leadership criterion is considered highly important for membership selection. Leadership may be interpreted in terms of number of offices a student has held in school or community organizations, although leadership also exists outside elected positions including effective participation in other curricular activities offered on or off campus.
    ■ Citizenship: The student who demonstrates citizenship understands the importance of
civic involvement, has a high regard for freedom, justice, and respect of the American form of government (representative democracy). A student demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs.

- **Character**: Character is probably the most difficult criterion to define. Both positive as well as the negative aspects of character is considered.

- **Service**: Service: Considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community as well as the student’s attitude toward service can be reviewed.

To continue as a member, the student must maintain these qualifications.

- **Honor Society Selection Committee**: The selection of each member to the chapter shall be by a majority vote of the NJHS Selection Committee. The committee shall consist of at least three faculty members. All four criteria will be considered in the selection process, though the committee determines the weight that any individual criterion receives. The committee will consider other supporting documentation (i.e. student essay, student activity form, recommendations, etc.).

- **Honor Society Scholarship Eligibility Requirements**: To be eligible for membership the candidate must be in seventh, or eighth grade (Second -semester seventh graders are eligible), have been in attendance at the school the equivalent of at least one semester, have a cumulative scholastic average of at least 94.50 percent and will then be evaluated on the basis of leadership, citizenship, character, and service.

- **Teams**: Seventh and eighth grade students are eligible to participate in the variety of seasonal interscholastic sports the school offers. There are four sport seasons; fall, early winter, late winter, and spring. Student interest and the availability of qualified supervisors determine the number of extra-curricular activities. Students must be academically and behaviorally eligible in order to participate.

- **Student Council**: Through participation in Student Government, one can help shape the events that will be part of student life at Elwood Middle School. School wide officers and one representative per homeroom represent each grade in the Student Council. Officers are elected in the spring and representatives are elected in the fall. The Student Council meets monthly to plan school-wide events. Each grade has an adult class advisor who is responsible for helping supervise class activities.

**Visitors**

You are welcome in our schools at any time. Please report directly to the school greeter and report your presence and reason for being in the building. This request is made to aid you, to prevent interruption of classes, and to prevent unauthorized individuals from entering our schools.

**Working papers**

School districts in New York State are responsible for issuing employment certificates/working papers to qualified applicants. Labor and education laws limit working hours for young people 14 to 17 years old on school days and days when school is not in session. Under the laws, minors 14 and 15 years of age may work up to 3 hours on any day preceding a school day and up to 8 hours on any day before a non-school day; the laws also prohibit 14 and 15 year olds from working past 7 p.m. during the school year. Minors 16 and 17 years of age may work up to four hours on any day preceding a school day and cannot work past 10 p.m. when school is in session. These rules are intended to strengthen labor law protection for working minors and to recognize that a student’s primary responsibility is to receive an education.
Chromebook Care

**Goal:** The district is providing this device to connect students and teachers with additional learning resources as well as tools for collaboration, creation, creativity, and critical thinking and research.

**Ownership**
The Chromebook, power supply and case are the property of the Elwood Union Free School District. Students will have 24/7 access to a Chromebook including weekends, extended breaks (winter break and spring break) and the summer. If a student should leave the district to attend school elsewhere, that student will be responsible for returning the chromebook in good condition. Please take care of these items as they are the property of the Elwood School District.

**Expectations for Use**
24/7 access to a student Chromebook is an educational opportunity and responsibility. It allows for access to tools and resources not found in traditional offline educational materials; 24/7 access to devices is provided so that students can have access to these tools and resources anytime, anywhere. Chromebooks will be used for educational purposes only.

**Chromebook Access and Tools**
Students log into Chromebooks using their Google Apps for Education accounts. These educational accounts are managed by the district. We provide increased monitoring of content and remove all advertising.

**This core suite of tools includes:**
- Drive - Online file storage as well as online collaborative document, presentation, drawing, and spreadsheet creation
- Calendar - An online calendar tool
- Sites - A collaborative website creation tool
- Additional Google connected educational apps and tools that are selected by the district and centrally rolled out to students accounts

**Responsible Use**
Chromebooks are owned by the Elwood Union Free School District and are loaned to students as a tool for learning. Students are expected to use the Chromebooks and school accounts for school related purposes only.

**Internet Use Guidelines**
Access to the Internet is a privilege, not a right. You may use the internet to locate, use, and exchange information. In doing so, you are expected to abide by the following guidelines. Violations of the following guidelines will result in disciplinary action and possible loss of access privileges:
- Use the Internet for educational purposes related to school or classroom
- Respect current school policies and behavior standards
- Be polite and use appropriate language
- Respect the rights of others
- Abide by current copyright laws and statutes and acknowledge your sources of information and graphics
- Accurately represent yourself, but don’t reveal your personal address or phone number or anyone else’s
● Respect the network by using Internet time and limited resources wisely
● Respect system security
● Use Google Apps for Education, Wikis, Blogs, and other Internet interactive applications with the same respect as you would any other school resource

Internet Outside of School
Access to the Internet outside of school allows students to connect with additional learning resources and tools. For families who currently don’t have access to the Internet at home, there are public libraries and many local business that offer free and open wifi.

Filter
Internet traffic on Chromebooks is routed through the district filter. This filter blocks content in compliance with the Children’s Internet Protection Act (CIPA), including content that is obscene, pornographic, or harmful to minors. No filter is perfect; just as at school, the best “filter” is a combination of adult supervision and helping students learn to make good decisions about what they access and distribute online.

Family Involvement
Parents and guardians can improve their students’ experience by:
* Helping students distinguish the difference between educational and personal use
* Monitoring use and activity of Chromebooks
* Agreeing on guidelines for use at home, including where and when students can use Chromebooks
* Establishing a routine for charging the Chromebook

Taking Care of the Chromebook
Students are expected to care for Chromebooks as they would any other school property in their care. Some guidelines for care include:
* Carry the device, to and from school and in the hallways at school, in the district provided securely closed case
* Bring the device to school fully charged each day
* Report any damage immediately
* Don’t eat or drink near the device; if the Chromebook gets wet, turn it off immediately and report it
* Avoid leaving the Chromebook in potentially harmful conditions, such as extreme heat, cold, or unsupervised with pets, other kids, in public places or in cars
CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights: The district is committed to safeguarding the rights given to all students under state and federal law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Participate in all district activities on an equal basis and not be subjected to discrimination based on their actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability by school employees or students on school property or at a school-sponsored function.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
4. Proceed in a safe, supportive and orderly school atmosphere without the fear of threat to their well-being.

Student Responsibilities: All district students have the responsibility to:

1. Promote a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Alert and report concerns, problems, issues, and/or potential threats to a school official or school employee.

ESSENTIAL PARTNERS

All parents are expected to:
1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child’s educational opportunities.

2. Send their children to school ready to participate and learn.

3. Ensure their children attend school regularly and on time.

4. Ensure absences are excused.

5. Insist their children be dressed and groomed in a manner consistent with the student dress code.

6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment.

7. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.

8. Convey to their children a supportive attitude toward education and the district.

9. Build positive, constructive relationships with teachers, other parents and their children's friends.

10. Help their children deal effectively with peer pressure.

11. Inform school officials of changes in the home situation that may affect student conduct or performance.

12. Provide a place for study and ensure homework assignments are completed.

**STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.

2. Extremely brief and/or provocative garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, crop tops and shirts with cut-outs that expose the mid-section of the body in any way are not allowed.

3. Ensure that underwear is completely covered with outer clothing.

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

5. Not include the wearing of hats in the building except for a medical or religious purpose.

6. Not include items that are vulgar, obscene, discriminatory, libelous, or denigrate others based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability.

7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item.

**PROHIBITED STUDENT CONDUCT:** Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:**

1. Running in hallways.

3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the instructional process and/or school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Misuse of computer/electronic communications/personal devices, including but not limited to, any unauthorized use of cell phones, smart phones, iPads, iPods, cameras, PDAs, or other portable devices, computers, software, or internet/intranet account; accessing inappropriate websites; any computer/electronic/personal device communication from a non-school site that could pose disruption to the school community; or any other violation of the district’s acceptable use policy.
8. Ignoring directives of school personnel.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission. 3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Unauthorized use or unauthorized display of personal electronic devices, including but not limited to cellular phones, iPods, Personal Digital Assistants, digital cameras, pagers and voice recorders.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, pushing, and scratching) upon a student, teacher, administrator, other school employee or any other person lawfully on school property or attempting or threatening to do so.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person
lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals, that harm the reputation of the person or the identifiable group by deeming them.

4. Discrimination, which includes using the person’s actual or perceived race, color, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner or to deny them rights, equitable treatment or access to facilities, activities or benefits which are available to others.

5. Harassment, as defined in the “Definitions” section, but which also includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. (See Policy 5301.)

6. Sexual harassment is prohibited by law. Unwelcome sexual advances, request for sexual favors, or other written, nonverbal or physical conduct of a sexual nature may constitute sexual harassment. Complaints regarding sexual harassment may be made directly to the Assistant Superintendent for Curriculum and Instruction, who is the Title IX coordinator.

7. Intimidation, threatening, coercion, or extortion, which includes engaging in actions or statements that put an individual in fear of bodily harm.

8. Bullying, which includes the act of threatening, stalking, coercing, or intimidating, verbally, physically, in writing, by gesture or through electronic communications (“cyber-bullying”), the well-being, health, safety, freedom or reputation of any person, that takes place on school property, at any school-sponsored function or on a school bus, or that takes place off school grounds, but that is designed to or has the effect of interfering with a student’s ability to attend school and/or be educated in a safe, non-hostile environment. Bullying also includes systematic and intentional infliction of physical harm or psychological distress on an individual or group of individuals. Bullying can also encompass unwanted purposeful written, verbal, non-verbal, social or relational, or physical behavior (e.g. threatening, insulting or dehumanizing gestures by an adult or student) that has the potential to create long term damage, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance. Bullying is often characterized by an imbalance of power. Unwanted teasing, touching, threatening, intimidating, stalking, cyber-stalking, cyber-bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion including incitement and/or coercion and rumor or spreading of falsehoods are also forms of bullying.

9. Hazing, which includes an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur. (See policy 0115.)

10. Posting, distributing, selling, using or possessing obscene material.

11. Using vulgar or abusive language, cursing or swearing.

12. Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco.

13. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" includes, but is not limited to, inhalants, marijuana, synthetic cannabinoids (synthetic marijuana), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

14. Possessing drug paraphernalia, including, but not limited to: pipes, bongs, rolling papers, grinders,
lighters, bags used for the packaging and distribution of drugs, scales and any other item used in the
distribution, packaging, exchange or use of drugs.
15. Inappropriately possessing, selling, using, or sharing prescription and
over-the-counter drugs.
17. Indecent exposure, that is, exposure to sight of the private parts of the
body in a lewd or indecent manner.
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or
discharging a fire extinguisher.

F. Engage in misconduct while on a school bus.
It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other
passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a
manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting
or other conduct in violation of the code of conduct will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not
limited to:
1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially
disrupt the educational process in the school or at a school function; or endangers the health, safety, or
morals of students or staff within the school. Examples of such misconduct include, but are not limited to:
1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of information technology,
   including but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming
   systems and social media websites).
2. Sexting which includes, but is not limited to, the sending, receiving or forwarding of sexually
   provocative nude or nearly nude photos through text message or email which can be used to hurt, harass
   and humiliate others.
3. Threatening, hazing, or harassing students or school personnel over the
   phone or through other electronic media.
4. Using message boards to convey threats, derogatory comments or post
   pornographic pictures of students or school personnel

REPORTING VIOLATIONS
All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the
Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal
substance on school property or at a school function shall report this information immediately to a teacher, the
Principal, the Principal’s designee or the Superintendent of Schools.

Reporting Incidents of Discrimination, Harassment and Bullying
Students who have been bullied, harassed or discriminated against, parents whose children have been bullied, harassed or discriminated against, or other students or staff who observe bullying, harassing or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided, as well as any applicable district policies.

Dignity Act Coordinator Contact Information

The name, designated school and contact information for each school building’s Dignity Act Coordinator shall also be posted on the District’s web site and included in the plain language summaries of the code of conduct provided to parents and students and shall be further disseminated in accordance with applicable law and regulations.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination:

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Assistant Principal, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Assistant Principal, Principal, Superintendent
4. Detention – teachers, Assistant Principal, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Assistant Principal, Principal, Superintendent
6. Suspension from athletic participation – coaches, Assistant Principal, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Assistant Principal, Principal, Superintendent
8. Suspension of other privileges – Assistant Principal, Principal, Superintendent
9. In-school suspension – Assistant Principal, Principal, Superintendent
10. Removal from classroom by teacher – teachers, Assistant Principal, Principal
11. Short-term (five days or less) suspension from school – Assistant Principal, Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school – Superintendent, Board
13. Permanent suspension from school – Superintendent, Board.

**Disciplinary and Remedial Consequences for Bullying, Harassment and Discrimination**

Remedial responses to bullying, harassment and discrimination include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration;
- Peer support groups;
- Corrective instruction or other relevant learning or service experience;
- Changes in class schedule;
- Supportive intervention;
- Behavioral assessment or evaluation;
- Behavioral management plans, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences; or
- Student treatment or in-school counseling.

Environmental remediation may include, but is not limited to:

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- Modification of schedules;
- Adjustment in hallway traffic and other student routes of travel;
- Targeted use of monitors;
- Staff professional development;
- Parent education seminars/workshops;
- Peer support groups.

A full edition of the Elwood School District’s Code of Conduct can be accessed on our district website.

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**Teachers College Writing Checklist Guide**

**Purpose of a checklist:** A checklist is a guide to help people get better at their work. It uses specific evidence to increase odds of success, raise the bar and maximize progress. It reminds people what they already know how to do, and what they are aiming toward. Learners are able to see and learn from evidence of progress.
Each grade level and writing unit have specific criteria. The structure, development and conventions below are consistent k-8 and evolve in complexity as students move through each grade. Please note, this is not a checklist rather a guide of the writing components addressed through Teachers College Reading and Writing Project.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Elements of the skills being evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Includes a beginning, transition words, elaborates to help picture the story and included an ending to the story. Writer demonstrates knowledge of the specific piece of writing piece (narrative, argument, informational).</td>
</tr>
<tr>
<td>Lead</td>
<td>Interests the reader, gives back story, and is clear about how the ideas and information will unfold.</td>
</tr>
<tr>
<td>Transitions</td>
<td>Uses transitions to lead the readers across the text, links concepts, relates information back to earlier information, and/or alerts reader to changes in the writing.</td>
</tr>
<tr>
<td>Ending</td>
<td>Reinforces and builds on main ideas, reiterates supporting statements, and highlights significance of the writing.</td>
</tr>
<tr>
<td>Organization</td>
<td>The writing is arranged purposefully.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development</th>
<th>Elements of the skills being evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaboration</td>
<td>Uses various kinds of information such as details, facts, quotations, examples and/or definitions. Addresses why this information is important to the reader through analysis and explanation of evidence.</td>
</tr>
<tr>
<td>Craft</td>
<td>Words are used purposefully to affect meaning and tone. There is a use of metaphors, anecdotes, images or comparisons to enhance meaning. The tone of the writing supports the purpose and formatting is used to best convey the content.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conventions</th>
<th>Elements of the skills being evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spelling</td>
<td>Words are spelled correctly including the use of homonyms, technical, and domain specific words.</td>
</tr>
<tr>
<td>Punctuation and Sentence Structure</td>
<td>Addresses sentence structure, effective use of punctuation to enhance writing.</td>
</tr>
</tbody>
</table>