



**Thank you for supporting
Charles W. Eliot School!**

**We will strive to remain a strong
community, committed to your
children.**



15700 Lotus Drive, Cleveland , OH 44128

Phone: (216)752-0100

Fax: (216)295-3570

Parent/Student Handbook

2014-2015

Acknowledgement & Receipt of Plan

Principal: Marwa Ibrahim

Assistant Principal: Sonja Clark

Principal Secretary: Stephanie Young

Security Officer: Jonetta Bowles

Security Officer: Donald Bringht

I, _____ have read this handbook, and support the procedures outlined in the School Culture Plan of Charles W. Eliot School. I understand that the purpose of the plan is to promote a positive, culture, proactive and approach to behavior management, which emphasizes CWE School's Non-negotiables, as well as, the Core Values.

I have read, and acknowledge receipt of this School Culture Plan. I will do my best to support the school in their efforts to educate my child.

Student's Name:

Parent 's Signature:

Date: _____

Room Number: _____



Please read this handbook thoroughly with your children. Once it has been reviewed, then complete and return the form on the next page acknowledging that you received and read this book.

Thank you!

Excellence in Everything We Do!

Welcome back to a great year at Charles W. Eliot School. The staff at Charles W. Eliot School looks forward to working with you to make this school year a successful one for your child.

This handbook is a road map for the entire academic year. The school's philosophy and policy are detailed to provide clarity and affirmation to what we regard as necessary for success and best for the well being, safety and education of our students. The contents of this handbook fully support the school's mission and the Principal's personal philosophy in regards to positive school environment and best practices.

We hope this booklet will answer any questions you may have about our program. You are also always welcome to inquire at school.

With our focus on learning, higher student achievement, self discipline and positive environment, we aim to protect the integrity of the instructional day by reducing interruptions and disorder and fostering a respectful and positive environment.

Teaching Staff is available everyday after school by appointment.

Mission

The mission of Charles W. Eliot School is to prepare students to become ethical, literate, self-reliant and self-sufficient citizens. Charles W. Eliot provides a world-class education that motivates students to reach high academic standards, to enjoy learning, to achieve success, and to contribute actively to their communities.

Overview of School Wide Culture

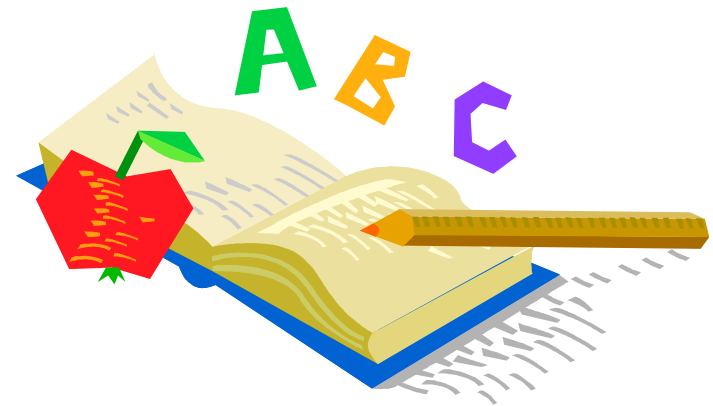
School-Wide Rules and Procedures

The School-Wide School Culture Plan has been developed to promote a positive, proactive approach to behavior management, which emphasizes Charles W. Eliot's school-wide non-negotiable, as well as, the Core Values. Charles W. Eliot places a strong emphasis on establishing a safe and orderly learning environment through the collective work of teachers, parents and administrators. Building a strong character is fundamental to creating a positive learning environment. The School-wide Behavior Support Plan utilizes a proactive, multi-level approach.



Parent School Organization

We encourage all families to get involved in the life of Charles W. Eliot School. The more involved a parent is in their child's education, the more successful the student will be. We hope that you will become involved in our Parent School Organization. To learn more about getting involved at Charles W. Eliot School, please stop in the main office.



Have a great school year!

Medical Records

In order for your child to attend school in CMSD, the school nurse must have updated immunization and other health records. The nurse will inform you of missing records and the time available to you for obtaining the records.

Emergency Contacts

The school must have current home phone numbers and current emergency contacts. If numbers change inform the teacher or the school secretary. It is of the utmost importance that the school is able to reach you at all times. Emergencies happen and accidents take place even at school.

Medications

Medications can be dispensed at school only if the appropriate form is filled out by the child's health care provider. The form is available at school. Students may not carry their medications around. Medications should be labeled accurately with pharmacy labels and kept in the office in a safe place.

OUR CREED

- R** Resolve for excellence and respect for one another.
- A** Accomplishment is my priority.
- I** I will lead and follow by example. Idleness is not an option.
- D** Dedication to my school and discipline are my priorities. I will not squander time or resources.
- E** Excellence is my standard. I will evaluate my own performance.
- R** Raider

Family Involvement

Family involvement strengthens student learning and improves academic achievement. Students with active family support have better attendance, pass more classes and earn more credits resulting in higher grade point averages and higher test scores. As a result, they are more likely to continue their education beyond high school and learn social and behavioral skills that help them at home, at school and throughout life.

Get involved:

- Check and sign your child's planner daily. Use the planner to communicate with the teacher.
- Attend school functions such as open houses, parent teacher conferences, family nights, and SPO meetings.
- Contact your child's teacher when you have questions.
- Make an appointment to visit your child's classroom.
- Volunteer at school.
- Ask your child's teachers for ideas on how to help at home.
- Ensure your child completes homework.
- Support school policy. Sign and return acknowledgements of receipts of policies and other documents.
- Encourage learning at home.
- Read with your child.
- Learn school policy.
- Learn teacher's procedures and classroom routines.
- When you are not sure, call the school and ask questions.

For more tips and family support resources log-on to:
<http://www.ode.state.oh.us>

Homework will be assigned Mon-Thurs to all students in grade 1-8 at a minimum.

If in doubt, check your child's planner.

Also, ensure that your child is reading daily with or without written homework.



Report Cards and Interim Reports

Interim Progress Reports are issued midway of each quarter. Students with IEPs are issued and IEP Progress Report in addition. These reports are meant to inform you of your child's progress or lack of weeks before Report Cards are issued, and they give you time to get with the teacher to discuss your child's performance and strategies to improve grades before the issuance of a report card. You will receive an Interim Progress Report whether your child is performing at a satisfactory level or higher. Progress Reports and Report Cards issuance dates are also in the School Calendar.

5th Referral:

10-day suspension from the bus.

6th Referral:

Permanent loss of busing privilege

If the infractions are Level II or Level IV offenses, consequences will be of more severe nature.

Transportation Assignments

Bus assignments are arranged through the district’s transportation office. If you have any questions, please direct them to officials.

Bus Service Problems

East 49 th St Depot	634-7042
Lake Center Depot	634-7040

Homework

Homework is essential for mastery of new information. It provides additional practice outside the school day. It is self-explanatory and represents a review of the daily work. You can assist your child by providing a quiet place and checking over the completed homework. If you find that your child is having difficulties with the day’s homework, contact the teacher immediately to remediate.

Visitors

All visitors must use the main entrance and must go through the X-ray machine and metal detector. Next, a visitor must stop in the office to sign in and announce their business. A visitor must acquire a name badge if he/she intends to walk through the building to a designated destination such as a classroom.

School Wide Behavioral Expectations

The following rules and expectations will be posted in each classroom and throughout the building during the school year. Each family is asked to teach and reinforce these rules to ensure a safe educational environment. Students should be able to demonstrate what each one looks like and sounds like through direct teacher modeling and parent enforcement that will begin on the first day of school.

This is What Raiders Do!

Always put forth 100% effort.

Keep your hands and feet to yourself.

Respect yourself, adults, and others.

Come to school prepared with a positive attitude.

Uniforms must be worn appropriately every day.

Charles W. Eliot School Expectations

Arrival

Looks like...	<p>Come to school in proper uniform, completed homework, school supplies and positive attitudes at 7:30 a.m.</p> <p>K-5 students walk directly to the gymnasium and will sit in designated area for their grade level. PK students report directly to class or will be escorted by siblings to their classrooms immediately (older siblings go through the gym to drop off and report directly back to the gym)</p> <p>Remain seated in their designated area until teacher pick-up by 7:40 a.m.</p>
Sounds like...	<p>"Hello"</p> <p>"Good Morning"</p> <p>"Thank you"</p>

Bus Rules

1. Follow directions the first time they are given.
2. Remain in your assigned seat at all times when the bus is in motion.
1. No eating, drinking or littering.
2. Keep all harmful objects off the bus.
3. Use only appropriate language. No profanity will be tolerated.
6. Keep hands, feet, and objects to your self. Any type of touching, including fighting is not permitted.

Consequences

Incidents of serious or aggressive nature will result in immediate 10-day suspension or eviction from the bus. It is the responsibility of the bus driver to report any misconduct to the school administrator in writing.

1st Written Referral:

Warning and phone call to parent

2nd Written Referral:

Detention-suspension days depending on the infraction. Parents will be informed.

3rd Referral:

Three-day suspension from the bus.

4th Referral:

Five-day suspension and meeting with guardians and a signed contract.

WHAT ABOUT TESTS?

Ohio is working with a group called the Partnership for the Assessment of Readiness for College and Careers – or PARCC – to develop English language arts and mathematics tests that will show teachers what their students know and are able to do under the new standards. Ohio also is developing science tests to match its new standards. These “assessments” will be conducted online so educators will get information and be able to adjust teaching strategies quickly. Assessments for social studies will be developed later.

The standards prepare students to easily use the skills they’ve learned and to apply them to real-world situations!



Transportation

Riding school transportation is a privilege afforded few students. The importance of good conduct while on the bus, in motion or waiting to embark and board, cannot be overemphasized. Distracting behaviors put all students at risk. We urge the parents to explain to their children that riding the bus is a privilege and a convenience to the parents of special and regular education students. Non-compliance will result in denying students this privilege. Please stress with your children the following rules to avoid unnecessary interruption of the service.

Charles W. Eliot School Expectations

Entering the classroom

Looks like....	Arrive at their classroom door escorted by their teacher and line up in a straight, silent line to enter to classroom door. Morning procedure - Upon being greeted by the teacher, students enter the door and strictly follow established classroom procedures for entering the classroom (ie, silently unpack book bags and hang up coat and/or bag, silently read and start morning work) After 10 minutes morning work, Students transition to morning meeting using morning meeting expectations.
Sounds like....	“Good morning” “How much time do we have left to complete our work?”

Charles W. Eliot School Expectations

Dismissal

Looks like...	<p>Quietly seated and listening to the afternoon announcements 5 minutes prior to dismissal time.</p> <p>Dismissed by the teacher by category (after-school student, bus rider, or older sibling to pick up their brother/sister and dismiss from the front door. An assisting staff will be determined.</p> <p>**All others are escorted to the dismissal location by the classroom teacher until 2:10 p.m.**</p> <p>PK will be picked up by parent/guardian/older sibling from their classroom.</p> <p>K-3 will be escorted to the front door by their teacher to be lead to the front .</p> <p>4-5 will be escorted to the ? door by their teacher and led down the sidewalk to the front waiting area.</p>
Sounds like...	<p>"Good bye"</p> <p>"Good Afternoon"</p> <p>"Thank you"</p>

HOW ARE THE NEW STANDARDS DIFFERENT FROM THE OLD ONES?

English Language Arts

Students spend more time **reading to find facts** and information in texts. Examples of these texts are famous speeches or articles about world events. Students also will continue to read fiction or literature, but the emphasis will shift to informational text.

Students **read to find evidence** that supports an argument or conclusion then writes about their findings.

Students learn to read and write about **text that becomes more challenging over time.**

Mathematics, Science and Social Studies

Classrooms focus on 2 or 3 topics within each subject in each grade, **digging deeper into each of them than they have in the past.**

Ideas or **concepts from each subject are connected from one grade to the next.** These **concepts also link to other major subjects** within the same grade.

Example: 5th grade may solve a challenging math problem then in English class they write about how they used their newly learned concept to do a class science project.

HOW WILL THE STANDARDS HELP PARENTS AND GUARDIANS?

You will be aware of exactly what your child should know and be able to do by the end of each grade.

Because the standards make expectations very clear, you, your child and your child's teacher will be able **to work toward a single goal**.

You will see that your child is learning about fewer topics in each grade, but he or she is learning much more about each topic.

You can be assured that your child is learning under the same high standards as other students around the nation and world.

WHAT CAN PARENTS DO NOW?

Learn about the new standards and how your school plans to transition to the higher expectations.

Meet with teachers to find out what your child will be learning and how teaching will change.

Play an active role in your child's education at home. If you notice your child is struggling in a certain area, talk with the teacher to find strategies that will help.

Tell other parents or guardians about the switch to the new standards and assessments.

Through your state and local PTA, get involved. PTAs in select cities are holding sessions to help parents and guardians understand the standards and encourage their schools to use them.

Charles W. Eliot School Expectations Hallways

Looks like...	Mouths are silent and feet are quiet
	Hands are by your side or behind your back
	Keep space between the person in front of you and behind you
	Face forward
	Walk silently and stay to the right ("Keep tight and to the right, off the gray
Sounds like...	Quiet



Charles W. Eliot School Expectations

Assemblies and Other Occasions

Looks like...	Enter the location silently and on time. Walk directly to their assigned seat and sit quietly. Face forward, sitting up with their feet on the floor, hands in their lap. Exiting silently from the location by the teacher or staff member. Hallway High Five as they transition
Sounds like...	Zero noise upon entering and sitting down Zero noise, during speeches, presentations, and performances Appropriate applause

Here are some other things to know:

The standards include **the same learning goals for all students**, so children who move to new schools will stay on track.

The standards provide a **simple roadmap** to where our children are going. This means students, parents or guardians, and teachers can work together toward the same goals.

The standards are **related to the real world**.

They focus on the knowledge and skills students will need to succeed in life, not just the classroom.

Teachers, parents or guardians, and researchers helped develop the standards. They are designed to be **challenging, but possible** for students to achieve and **practical** for teachers to use.

WHY DO WE NEED NEW STANDARDS?

To compete in a knowledge-based global economy, Ohio must improve the education results of all students. Consider:

- About 40 percent of Ohio high school graduates who go to a public college in Ohio need to take remedial coursework in English Language Arts and Mathematics upon entry
- 62% of new jobs available in 2018 will require some college or other postsecondary education.
- A 2009 international test found that 15-year-old students from more than 20 countries were outperforming U.S. students in math.

Ohio's New K–12 Education Standards *What Parents and Guardians Should Know*

WHAT ARE EDUCATION STANDARDS?

Education standards, also called “academic content standards,” are guidelines that describe what children are to learn in each subject and grade. They tell us what each child should know and be able to do by the end of a school year.

Ohio's standards for English language arts, mathematics, science and social studies are becoming more rigorous. The English language arts and math standards, called Common Core standards, were created through a partnership of educators around the country, and they have been voluntarily adopted by the state boards of education of Ohio and 45 other states. Ohio has developed its own more rigorous science and social studies standards. The goal of all these guidelines is to ensure that all students have greater opportunities and access to the careers of their choice through a K-12 education system that provides the knowledge and skills most valued by employers and higher education.

Schools will begin using the new standards by the 2014-2015 school year, but they have been encouraged to start using them earlier.

Charles W. Eliot School Expectations Dining Hall (Smart L.U.N.C.H. expectations)

Looks like...	<p>Escorted to the dining hall front door and silently escorted to their assigned seat.</p> <p>Enter the dining hall silently (the lights are off for the first 5 minutes) when directed to by staff and sit at their assigned seat to begin reading for 15 minutes.</p> <p>Walk to the serving door when directed to by an adult and get food, condiments, and drink.</p> <p>Walk back to their assigned seat to eat and remain seated unless otherwise directed by an adult.</p> <p>Raise your hand if you need assistance and remain seated unless otherwise told by an adult.</p> <p>Hands and feet are kept to yourself and use level 1 voices when the eating is permitted.</p> <p>Clean up after yourself by passing trash down the table to the adult waiting with the trash can.</p> <p>Line up on the (color) line for dismissal and are silent during the last five minutes of lunch.</p> <p>Exit the designated door in hallway high five position and during their transition back to class or bathroom break.</p>
Sounds like...	<p>Level 1 / six-inch voices</p> <p>Zero noise, upon direction</p>

Charles W. Eliot School Expectations

Classroom – S.T.A.R.S.

(Sitting Attentively, Tracking the Speaker, Actively Engaged, Respectful, Supplies Ready)

Looks like...	Students come into the classroom and sit at their desks. They take out their necessary items from their book bags and start their Do Now.
Sounds like...	"Hello" "Good Morning" "Which homework do you want us to take?"

Restroom (Q.U.I.C.K. procedures)

Looks like...	Lined up outside of the restroom door waiting silently Entering and using the restroom silently Turning on the water, using soap, and washing your hands. Wiping your hands with 1 paper towel and throwing the paper towel away by putting it in the trash can Walking out of the restroom silently and joining the appropriate line as directed by the teacher.
Sounds like...	Zero noise

- If a student is in need of making a phone call to a guardian, the office phone would be made available.
- Cell phones will be confiscated if these rules are not adhered to.
- Please know that these steps will be taken to ensure the safety of your child and all other children at school.

Purses and Bags:

All students in grades 2-8 will be issued lockers. All other grades have cubbies. All students must use the lockers and the cubbies because they will not be permitted to keep their bags and purses in their possession.

Toys, Jewelry and Trading Cards

Toys and trading cards are not permitted. They will be confiscated by any staff member and held indefinitely.

Rubber bracelets are not permitted either. They are a safety hazard.

All costume jewelry is banned. Large colored pieces are violations of the Dress Code Policy and they are inappropriate for young girls.

Breakfast

Service will stop at 7:40 promptly. All students must be in by 7:20 to receive breakfast.

Food Service

The meals program is a Federal program. It is subject to strict rules and guidelines. It is strictly prohibited to take food items outside of the school building. Also, only students or paying customers may obtain the food.

Specific Restrictions

Cell phones:

Cell phones are a safety tool. I believe it is your right to equip your child with a cell phone to ensure safety to and from school. However, we need you to be aware of the following, and we ask for your support in the matter:

- Upon arrival, each student is to turn the cell phone off and turn it in to the classroom teacher for safe keeping until dismissal time.
- Use of cell phone is prohibited during school hours at the building.

Physical Environment

Charles W. Eliot School's physical environment will be inviting, clean, and well maintained. The welfare of all students and other Charles W. Eliot school's family members will be given utmost priority. As indicated, visual cues and reminders of the students' behavior, individually and collectively, will be on display throughout the building.



Hallway High Five

1. Be silent.
2. Face forward.
3. Leave space between yourself and others.
4. Keep your hands by your side or behind your back.
5. Walk quietly and stay to the right.

Smart L.U.N.C.H. Expectations

- L:** Line up silently when adults tell you to.
- U:** Use level 1 voices and stay in your seat.
- N:** Need help, raise hand.
- C:** Clean up after yourself.
- D:** Hands and feet to yourself.

S.T.A.R.S.

- S:** Sitting Attentively
- T:** Tracking the Speaker
- A:** Actively Engaged
- R:** Respectful
- S:** Supplies Ready

Early Dismissal

Just like being tardy, leaving early has negative consequences. Emergencies do arise however, and when this happens, please call the school office and let the secretary know the type of emergency and the time of your arrival, so your child(ren) can be made ready and wait in the office for you. Emergencies are infrequent and therefore they are not expected all the time.

If you have special circumstances such as work or childcare issues, contact the school administrator.

Dismissal

Students will be dismissed at 2:10 pm.

1st floor classrooms will use north exit B
(Door by dining hall)

2nd floor and bus riders will use north exit A
(Stairways 1 & 4 only)

Pre-K students will wait with teacher by north exit B

No early pickup will be allowed after 1:30

Attendance

Regular attendance is essential for the success of your child. Good attendance promotes good habits and self discipline, and ensures that your child receives what is needed academically. Missing school leads to loss of learning. Catching up is often difficult. The more days a student misses the further behind he or she will be.

In the event that your child will not make it to school due to illness or an urgent situation, please call the school office at (216)752-0100 to report and send a signed written notice explaining the absence upon your child's return.

Regular attendance is essential for the success of your child

Arrival at School

Students must arrive at school no later than 7:30 if they plan to eat breakfast. All students are recorded as tardy beginning 8:41. The instructional day begins at 7:40.

Please note that students will not be allowed in until 7:30. This will become very important when the weather turns colder. No staff is available to monitor students before 7:20.

Q.U.I.C.K. restroom procedures

Q: Quiet with mouth closed

U: Use it quickly

I: Inspect it for trash

C: Clean hands

K: Keep moving quietly to class

Core Values

- Integrity
- Responsibility
- Confidence
- Caring
- Commitment
- Patience
- Persistence
- Respect

R.E.C.E.S.S.

R: Respectful

E: Enjoys

C: Choose an actively that includes different classmates

E: Ensures

S: Safety and

S: Security of others

LOCKER USAGE POLICY

Every student in grades 2-8 will be issued a locker. No student will be allowed to purchase their own lock for use on the school premises. Only locks provided by the school will be allowed. If a non-school issued lock is found on a student locker, it will be removed. In the event that a lock is lost, the student must pay \$5.00 for a replacement and the school will issue a new lock.

Each student is responsible for any damage to his/her locker and combination lock. CWE School Faculty and Staff cannot be responsible for personal property. Student lockers should be kept locked at all times if lock is issued. Students should not tell their locker combination to another student and students are not permitted to share lockers. This will protect the safety of property. Students are strongly advised not to keep valuable items in their lockers.

Locker usage is a privilege that can be revoked if the student fails to adhere to this policy. Students will be allowed to go to their lockers before school, directly before their lunchtime, and after school. Lockers are to be used to store books and other personal belongings necessary for their educational growth. Coats, jackets, and personal items should be stored in a locker at all times. Students are not allowed to deface their lockers under any circumstances. Lockers will remain clean and organized.



Personal Property

Students are warned not to wear expensive items of clothing or jewelry to school. Beepers, radios, walk-man and tape players are strictly prohibited. They will be confiscated. **Though cell phone possession is allowed (see cell phone policy), they must not be visible/used during the school day or they will be confiscated as well.**

Categories of Positive Behaviors

Classroom Behavior-CB

Student follows the class rules, quickly get and stay on task.

Schoolwide Behavior-SB

Student follows the school rules, behave appropriately in the halls, yard, cafeteria etc.

Assisting Peers-AP

Student helps out their peers, encouraging positive interaction, discouraging bullying, assisting peers with academic work etc.

Eliot's Core Values – CV

Hallway High Five – HH

LUNCH Expectations – LE

QUICK Restroom Procedures– QR

EXEMPLARY ACHIEVEMENT – EA

Students achieve high academic scores

Assisting Staff-AS

Students help staff in any manner

Environment-EV

Student takes care of school property, cleaning up etc.

Demerit System

1st Time: Warning

2nd Time: Demerit – Reflection in class/timeout

3rd Time: Demerit – Buddy-Teacher/to complete assignment (15 min)

4th Time: Demerit: Loss of recess /parent phone call.

5th Time: Referral to Assistant Principal for consequences

Severe violation immediately to administrator

Merit Point System

The Merit Card again is a tool to enable staff to easily recognize and reinforce appropriate behavior throughout the school. The card lists “7 categories of positive behavior” that staff are to support.



DRESS CODE POLICY

Uniforms are required to be worn by all students daily. All uniforms must be neat and clean. Students should always practice good hygiene and take pride in their appearance. Hairstyles must be neat, natural looking in natural colors and completely groomed prior to arrival at school.

The Student Dress Code Policy is not subject to review by school. Violations to this dress code will result in school disciplinary action. **Students must be in complete uniform at all times in order to qualify for any school sponsored field trips or extra-curricular activities.**

THIS POLICY IS NON-NEGOTIABLE!

First Offense

Parent will be contacted to bring the appropriate clothing. Student will be assigned to the Planning Center until the clothing is brought. If appropriate clothing is brought, the student will be allowed to change and report to class. If appropriate clothing is not brought, the student will remain in Planning Center for the remainder of the day. (Referral will be completed by PC Staff)

Second Offense

The student will be held in the Planning Center for the day.

Third Offense

Mandatory parent teacher conferences will be held to discuss uniform violation and 2 days in the Planning Center. Conference will be arranged by teacher

Fourth Offense

The student will receive an official (e-school) referral and 1-9 days suspension (In accordance to the CWE School Parent/ Student Handbook).

Dress Code Guidelines

ITEM	STYLE	FABRIC	COLOR	SPECIFICATIONS
Pants	Docker-Style ONLY NO EX- CEPTIONS	Cotton - Twill	Khaki Black Navy Blue	Fitted at the waist and belted ABSOLUTELY NO: Flared Pants Form Fitting/Spandex/ Stretch Capris Gym/Sweat Styles Jean Styles
Skirts	Pleats A-Line Straight	Cotton - Twill	Khaki Black Navy Blue	Length of skirt should be at the top of the kneecap or longer ABSOLUTELY NO: Front or Side Slits (Back slits should be no more than 2 inches) Skirts above the knee
Shorts	Docker-Style ONLY NO EX- CEPTIONS	Cotton-Twill	Khaki Black Navy Blue	Length of shorts should be at the top of the knee cap or no more than 1" below the knee ABSOLUTELY NO: Walking Shorts
Shirts	Polo *Turtle-necks can only be worn <u>un- derneath</u> uniform shirt in colder weather.	Cotton – Poly-blend	Solid colors only: White Blue Navy Blue	All shirts must have a collar. All shirts must be tucked in at all times. ABSOLUTELY NO: Midriff Shirts (All shirts must be long enough to be neatly tucked inside pants.) Tan Shirts T-Shirts Tank Tops/Muscle Shirts

If a student engages in any subsequent violation a check will be placed next to their name along with the code of the violation.

Teachers will record the demerits on the cards of students who have chosen to receive them in one of two manners.

The recording can be done at the end of the period.

The students are required to stay after class to have the recording done. This can add impact to receiving a demerit because the student can't leave class with his or her peers.

If the student refuses to turn over their Demerit Card or stay that is again a "severe violation" and the administrator/security is immediately contacted.



Classroom Use of Merit/Demerit Form

In the classroom, teachers will utilize the Demerit Card when dealing with violations of classroom or school rules. Whenever students choose to engage in any behavior that violates the school or classroom rules teachers will record the students’ name on a clip board and write the code violation next to the name i.e. if a student talks out the teacher will write his name and CD for classroom disruption.

Steps Administrator Takes when Receiving a Child with Multiple Demerits

When an Administrator receives a Demerit form for a child the following actions are taken:

- Talks with the student about the choices s/he made and what s/he can do different in the future to be more successful
- Informs the student of the disciplinary consequence that s/he will be receiving i.e. detention, parent conference, in school suspension, Saturday school etc...
- Takes all the steps needed to inform staff/ parents to ensure the student receives the appropriate disciplinary consequences.

BUTTONS, ZIPPERS, SLITS, GRAPHICS, JEWELRY, UNNATURAL HAIR COLORS, FACE AND BODY PIERCINGS, ETC. IS NOT A PART OF THE STUDENT UNIFORM. NO EXCEPTIONS!				
Belt *Please note that if a belt is not worn. String will be provided to prevent pants from sagging.	Any Style	Leather, Braided, or Elastic	Black, Brown, or Tan	Plain solid colored belts ABSOLUTELY NO: Designs Inappropriate Language Graphics Stickers Patches



ITEM	STYLE	FAB- RIC	COLOR	SPECIFICATIONS
Sweater/ Vest	Any Style	Sweat- er or Knit	Solid colors only: White, blue, or navy	Plain – No Logos ABSOLUTELY NO: Turtleneck Sweaters Blends Stripes
Slickers, Wind- breakers or Athletic jackets (Not to be worn in class- rooms or building at any time)	Any Style	Any Fabric	Any Color	ABSOLUTELY NO: Inappropriate Lan- guage Graphics Stickers Patches Logos
Light Fleece Jackets (Not to be worn in class- rooms or building at any time)	Front zip up without a hood	Poly- Cotton Blend	Solid Colors	ABSOLUTELY NO: Hoods (Of Any Kind at Any Time) Sweat Suits Jean Jackets Leather Coats Logos
Winter coats (Not to be worn in class- rooms or building at any time) Must be removed in class.	Any Style	Any Fabric	Any Color	ABSOLUTELY NO: Inappropriate Lan- guage Graphics Stickers Patches Logos

Disrespect-DR

Involves comments or actions directed at you (or others) personally; they violate one's dignity and identity.

Non-compliance-NC

Are not the same as disrespect. These behaviors are not directed at you personally and there are a hundred different reasons why students might not be fully engaged and on task at a particular point in time.

Horseplay-HP

Unauthorized Location-UL

Student located anywhere in the building without permission from staff member and/or does not have a pass.

Food-FD

Chews gum, eats or drinks outside designated areas

Demerit Cards

A new demerit card is given to students at the beginning of each grading period. In order to prevent students from forging demerit cards the cards are printed on blue copy-proof paper and the administrator stamps the school seal on each card.

STAR Behavior Sheet

10 categories of Inappropriate Behavior

Classroom Disruption – CR

Students engages in any behavior that disrupts the teacher or a classmates learning i.e. inappropriate talking, getting out of seat etc.

Schoolwide Disruption – SR

Student engages in any behavior that is disruptive in the halls, yard, cafeteria i.e. running, yelling in the halls, pushing other students, throwing food, etc.

Lateness – LT

Student is not in the class at the appropriate time

Uniform – UN

Student does not follow any of the guidelines of the uniform code

Language – LG

Student uses inappropriate language

ITEM	STYLE	FABRIC	COLOR	SPECIFICATIONS
Socks	Socks must have a visible top	Any Fabric	White Navy Black	All socks should at least come to the ankle (Preferably longer)
Stockings			Dark, solid colors: Flesh Tone, white, or black.	Absolutely no multi-color stockings
Shoes	Loafers Black Tennis Shoes White Tennis Shoes	Any Fabric	Solid Colors only	ABSOLUTELY NO: Opened toe or heel shoes Sandals

Tardy Policy



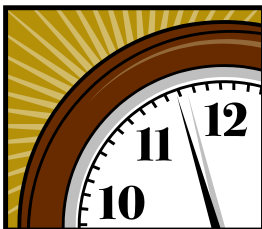
Charles W. Eliot School believes that all students need to arrive on time in order to maximize their learning. It is important that all adults are in place to receive their students. A student is considered at 7:41 a.m. A tardy code will be entered in the system for the day.

Contact with the guardian(s) of the tardy student will be made on the same day to ensure parents are aware of the child's tardiness and proceed with dealing with the situation appropriately.

NEW!!

Beginning this year, the state is measuring the school year in minutes. For this reason, it is extremely important to make sure children are here on time. When tardy, the minutes will be recorded according to arrival time.

Early departure will count the same way.



Grades 3-8

Classroom Behavior Management Guidelines

STAR Student (10 merits)

First time- Warning (no demerit)

Second time demerit – reflection in class/ timeout

Third time demerit – loss of recess

Fourth time demerit – Phone call and 2 periods in PC

Fifth time demerit – 1 day in PC

Severe violation immediately to administrator

Disruptive behavior in common areas

Warning

Change of seating / time out

Parent phone call

Referred to Assistant Principal for further disciplinary action

STAR BEHAVIOR Clipboard

MERIT/DEMERITS

The Teacher will always have the STAR Behavior Clipboard. On the clipboard the teachers will have all of the students names and then the list of infractions. This will allow for consistency among the classrooms and for students to not have repetitive disruptive behaviors numerous times in multiple classrooms. The clipboard with the students

Classroom Management System

All classrooms will use a leveled behavior system. This system will vary for different grade levels and will clearly allow the students to understand the consequences for making poor decisions as well as the opportunities they receive if they make good ones.

Pre-School - Kindergarten

Classroom Behavior Management Guidelines

Green - STAR Student

Yellow – Time out chair

Red – Parent Phone Call

Grades 1-2

Classroom Behavior Management Guidelines

(NON-NEGOTIABLES):

STAR STUDENT (10 points)

First disruption – Warning (8)

Second disruption – Reflection center for 5 minutes (6)

Third disruption – Buddy teacher and loss of privileges (4)

Fourth disruption – Phone call / after school detention (2)

Fifth disruption – student sent to Assistant Principal (0 points)

Tardy Infractions (Process cycles every month)

<u>1st Time</u>	<u>2nd time</u>	<u>3rd Time</u>	<u>4th Time</u>	<u>5th Time</u>
Student is sent to tardy hall and parent is contacted.	Student is sent to Tardy Hall Student serves 3 hours in PC and parent is contacted	Student is sent to PC for one day. Parent has to attend a mandatory conference	Student is sent to Tardy Hall Students Serves a full day in PC and parent is Notified.	Mandate that the parent has to attend school with the child. Student is put into SSST process. SST will determine the next steps and will notify parent.

What Charles W. Eliot School's Raiders Do:

Classes earn one point each for meeting the following criteria:

- Entering quietly with books
- Reading silently – listen attentively to announcements
- Lining up orderly and silently to get lunch and return to seats with all food items
- Remaining in seat until given permission to get up
- Cleaning your area on the lunch table
- Waiting for trash can to come around
- Use level 1 voices with people at your table while eating
- Cleanest table and eating area
- Lights out and heads down silently (primary) at the end of lunch
- Wait to be called, walking to teacher silently using Hallway High Five (elementary)
- Listen attentively to announcements – Shirts tucked in, uniform neat, no drinks out of the Dining Hall.

Weekly Prizes for the class/tables with the most points:

- Snacks
- Stickers
- School Store

Monthly Prizes for the class/table with the most points::

- Pizza party
- Ice cream social

Recess

1st Infraction – Student receives a warning and student is notified

2nd Infraction – Student is sent to the wall for a 10 minute time out

3rd Infraction - Student is referred to the Assistant Principal

Throwing food or fighting in the Dining Hall will result in a student being referred to the Assistant Principal immediately.

Fighting during recess will result in a student being referred to the Assistant Principal immediately.



Building a Supportive Environment

We will help our students be successful by building a supportive and positive physical environment. We will start with an inviting, clean, and well-maintained building. By establishing this atmosphere we will create an atmosphere that communicates concerns for students' safety and welfare.

Preventive Discipline

By treating students sensitively and fairly, providing an interesting curriculum, and using a helpful teaching style, most misbehavior can be prevented.

Common Area Management System

Dining Hall

1st Infraction – Student receives a warning and student is notified

2nd Infraction – Student is sent to a separate table for a time out of 5 minutes

3rd Infraction - Student is sent to the time out table located in the lunchroom – 10 minutes

4th Infraction – Student is sent to the Assistant Principal with a paper referral

Consequences

- First Time – Verbal warning
- Second Time – 5 minute time out at the time out tables (with no food)
- Third time – Parent phone call
- Fourth time – Lunch detention in the PC the next day

Severe behavior that will automatically have a child referred to the Administrators:

- Fighting
- Throwing food
- Profanity
- Severe defiance
- Chronic behaviors that persist



Planning Center

Procedures

For a teacher to refer a student to the Assistant Principal, the teacher must

Complete a carbon-copied CMSD Discipline Referral Form/ CWE Demerit Form.

Teacher prepares work expected to be completed while in class/relevant work must be provided to student before they exit the classroom if the referral is approved. If no security is available to escort student with referral, and when infraction requires immediate removal, teacher calls front office to request security escort. (Students must bring books, paper, pencil, notebook, etc. in order to be successful upon entering PC location)

Upon entry, students are assigned a seat by PCIA. Time served in ISS does not begin until student's time-on-task begins (time-off-task will add additional time of stay) Example: If a student is off-task for ten minutes, their time in PC is extended for ten additional minutes).

Student immediately begins and completes their reflection activity provided by the PCIA.

Parent phone call is made by the PCIA to alert parent as to student's removal from class and read referral. Further contact will be made by teacher. PCIA records attendance in eschool as well as entry and exit time (length of stay), reason for referral.

Parent contact is made, PCIA reviews rules and consequences for their stay in PC (with parent and student).

Students will remain seated at all times; only essential movement related to the assigned task will be allowed.

Teacher will call the parent of the student during planning time or after school that same day.

The teacher is to meet with that student at best available time prior to student re-entering their room for instruction for the restorative portion. Signature on the scripted return form for both parties will be verified by and housed with the AP. **(The AP is responsible for ensuring that this process occurs.)**

Once the level of misbehavior has progressed beyond the bounds of PC, the Administrator must contact the parent with his/her decided consequence per the Student Code of Conduct.

