

2018-2019
SUPPLEMENTAL HANDBOOK

Eastwood



Trojans

EASTWOOD ELEMENTARY SCHOOL

909 S. Franks Avenue
Sturgis, MI 49091
269.659.1560 Office
269.659.1554 Fax
www.sturgisps.org

269.659.1555.....Attendance Line
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Visit us on the web at sturgisps.org
Neola Board Policy: <http://www.neola.com/sturgis-mi/>

FOREWORD

This handbook is a supplemental handbook that was developed to accompany the district handbook. The district handbook can be found at [Sturgis Public School District Handbook](#) and answers many of the questions that are not answered in this supplemental document.

This student handbook was developed to answer many of the commonly asked questions of Eastwood Elementary parents and students as well as to provide specific information about certain Board policies and procedures. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the first day of the school year shown on the cover. If any of the policies or administrative guidelines referenced herein are revised after the beginning of the current school year, the language in the most current policy or administrative guideline prevails.

Please read and discuss this handbook with your child. If you have questions or concerns, please contact your child's teacher or the office to discuss the matter.

Welcome to Eastwood Elementary School!

EASTWOOD MISSION STATEMENT

We are committed to providing the best education possible by meeting the individual needs of every student. Through the cooperative effort of students, parents, staff and community, we will provide a curriculum that prepares students for the ever changing demands of society.

EASTWOOD BELIEF STATEMENTS

1. We will address essential needs of students, as these needs must be met for optimal learning.
2. We believe learning is a shared responsibility between students, parents, school, and the community.
3. We believe expectations should be challenging but attainable.
4. We believe all students can learn.
5. We value and celebrate children regardless of their diversity.
6. We believe citizenship is a shared responsibility between students, parents, school, and community.
7. Data monitoring and analysis is essential to drive instruction.

PARENT INVOLVEMENT

Parent Involvement means the participation of parents in on going and meaningful communication involving student academic learning and other school activities, including:

- Ensuring that parents are meaningfully involved in developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired outcomes.
- Providing a mutually supportive school and home environment which encourages learning.
- Having parents as full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

BUILDING SCHEDULE

- Office Hours: 7:30AM-4:00PM
- Drop off begins: 8:00AM
- School Day: 8:30AM-3:30 PM
- Half Day: 8:30AM-11:50PM

Adult supervision begins at the school at 8:00am; please make sure to drop students off after this time. Breakfast begins at 8:00am and ends at 8:25am. Please have your child at school prior to 8:25am to get breakfast. Bus riders will always have opportunity for breakfast no matter when buses arrive.

Section 1 - GENERAL INFORMATION

More information can be found in the [Sturgis Public School District Handbook](#) .

ARRIVAL/DISMISSAL

Schools in Sturgis Public School District will have staggered starts. This year Eastwood Elementary students should arrive between 8:00 and 8:25. Students should enter through the front door if they are getting breakfast. Otherwise, students should head to the playground area until building enter time, at 8:25.

Students will be dismissed at 3:30 to go straight to the busses or parent pick up lot. Walkers will be dismissed at the same time. Please allow at least a half an hour before dismissal, when possible, to inform the office of any messages to go home with student. This ensures that those messages can be delivered in a timely manner.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits in regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Director of Food Service at (269) 659-1546.

The School participates in the National School Lunch Program and makes lunch available to all students for free. Students may also bring their own lunch to school. Milk may be purchased for 35¢. When sending money for milk, it should be put in a sealed envelope with the child's name on the outside. You may send a check, cash, or pay using sendmoneytoschool.com. Breakfast will be served daily in the lunchroom starting at 8:00 a.m. at no cost to all interested students. Breakfast will not be served after 8:25 a.m. unless the student is on a late bus.

Applications for the School's Free and Reduced Price Meal Program are distributed to all students. The packet still needs to be completed and returned as soon as possible in order to meet the requirements of the grant for the free meal program.

EMERGENCY CLOSINGS AND DELAYS

Parents and students are responsible for knowing about emergency closings and delays. Parents should instruct their children in the following areas in case parents are unable to be home when students arrive:

- What your child should do if he/she enters the house. What room should your child stay in.
- What NOT to touch, such as gas, electric outlets, and appliances.
- What to do if your house is locked.
- Where to go if not to your home.

PLEASE have instructions on file in the school office for emergencies. Students will be directed to go to their usual destination unless there are other instructions should an emergency dismissal plan be put into effect.

PLEASE DO NOT CALL THE SCHOOL. Individual calls tie up the phone lines making them unavailable for emergency use.

In the event of a TORNADO WARNING or other emergency release, you may NOT pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parents.

Please see [Sturgis Public School District Handbook](#) for more information.

VOLUNTEER INFORMATION

We welcome and encourage volunteer help at Eastwood Elementary! Classroom teachers can always use an extra hand and students love to have the adult interaction in their room. Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the teacher desiring service. Parents working at school or on field trips will need to complete a background check. These forms are available in the office.

Teachers often invite parents to accompany the class for activities as chaperones if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students at Sturgis on field trips. Since a field trip is considered an extension of school, smoking is prohibited.

REPORT CARDS and PARENT TEACHER CONFERENCES

Like most schools, our primary method of communicating this information is through report cards. We issue report cards two times a year. Teachers will contact you at other times as needed to keep you informed. If parents have concerns that need to be addressed please send your child's teacher an email or call the office and the teacher will return your call as soon as possible.

Eastwood Elementary uses a developmental grading key. At the end of the 1st quarter, we hold parent teacher conferences. Teachers will schedule every family with an appointment during this time. A time is also provided for conferences at the end of the 3rd quarter. These conferences will be scheduled at the teacher or parent's request.

RECESS

We encourage all children to participate in recess. If a child is too sick to go outside for recess, then we feel he/she should be kept home. We discourage children from staying inside. However, in rare circumstances such as returning from an extended illness, the student will be allowed to stay in for up to one day with a note from home. After one day, we would require a doctor's slip to allow a child to stay inside.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions also mean we will be inside for recesses.

It is important for your child/children to be adequately dressed for the conditions when he/she comes to school. Children spend time outside everyday for recess and additionally for some PE activities if weather permits.

STUDENT PHOTOS

Your child's picture may be taken at school individually, or as part of a group. The pictures would be used for displays at school, in the yearbook, newsletters, the newspaper, flyers or for display on a school webpage. If you do not want your

child's picture taken and displayed, please send a letter in writing to the office.

VIDEO SURVEILLANCE

Video cameras have been installed on school grounds for the protection of our students, staff, etc. Video recordings may be used as evidence of misbehavior, criminal activity, etc. and will be viewed and used in accordance with Federal law.

Section 2 - ACADEMICS

FIELD TRIPS

Throughout the school year there may be multiple field trips that your child's class will participate in through school. These trips are based on curriculum, fine arts, special events and end of the year activities. The family data sheet has a permission section for field trips that is completed at the beginning of the school year. Notification and details of the trips to parents will be communicated through school notices, teacher letters, a class newsletter and/or the school newsletter.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria: current level of achievement; potential for success at the next level and; emotional, physical, social maturity.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District.

Parents should contact the building principal to inquire about evaluation procedures and programs offered by the district.

Section 3: Student Activities

All information applicable to this section can be found in [Sturgis Public School District Handbook](#) .

Section 4 - STUDENT CONDUCT

See [Sturgis Public School District Handbook](#) for infraction definitions and board policies.

EXPECTATIONS FOR STUDENT BEHAVIOR

We believe that children want and need guidance for behavior. We also believe that learning will be enhanced when students are behaving appropriately. Verbal praise, notes sent home and other classroom activities will be used to recognize good behavior. Eastwood School has implemented Tiered levels of Intervention regarding behavior as part of a positive behavior support model for all students. Eastwood Elementary utilizes the PRIDE model for expectations:

- P-Positive
- R-Respectful
- I-Integrity
- D-Dependable
- E-Experience Eastwood

The Eastwood Behavior Model includes the following components:

1. Clearly defined school-wide expectations for student behavior (See PRIDE Matrix, pg 7)
2. Scheduled formal and informal teaching and re-teaching of these expectations
3. Incentives that celebrate appropriate student behavior
4. Opportunities to grow that discourage continued misbehavior.

Each situation involving a child will be dealt with based on the circumstance brought about by that situation. The school always seeks out ways in which to teach lessons around behavior, both positive and negative.

The following behavior matrix illustrates expected behaviors at Eastwood School.



Trojan Pride

SETTING



Eastwood Elementary
909 S. Franks Ave.
Sturgis, MI 49091

Classroom

Hallways

Cafeteria

Bathrooms

Playground

P R I D E

EXPECTATIONS

Excellence Dedication Integrity Respectful Positive

<ul style="list-style-type: none"> - Lead by example - Choose a positive attitude - Encourage classmates - Have a growth mindset 	<ul style="list-style-type: none"> - Greet people positively - Use appropriate volume 	<ul style="list-style-type: none"> - Stay in the seat you select for the day - Engage in appropriate conversations - Make all students feel welcome 	<ul style="list-style-type: none"> - Whisper and keep conversations appropriate 	<ul style="list-style-type: none"> - Play fairly & follow rules - Use equipment safely - Encourage others - Assist others when needed
<ul style="list-style-type: none"> - Listen to others - Celebrate differences - Be prompt - Care for learning materials - Respect personal space 	<ul style="list-style-type: none"> - Remain in your personal bubble - Use appropriate conversations - Walk quietly - Speak in a respectful tone - Move to the right when others are present 	<ul style="list-style-type: none"> - Remain seated while eating - Eat your own food - Keep your hands to yourself - Clean up after yourself - Use appropriate volume 	<ul style="list-style-type: none"> - Keep it clean - Remember to flush - Give others privacy - Use appropriate language - Engage in proper play - Maintain a calm tone 	<ul style="list-style-type: none"> - Stay in designated area - Be respectful of others - Use appropriate language - Engage in proper play - Maintain a calm tone
<ul style="list-style-type: none"> - Be honest - Speak up for yourself - Take responsibility for your actions - Meet assignment expectations 	<ul style="list-style-type: none"> - Be kind - Care for others - Report concerning behaviors - Respect posters & displays 	<ul style="list-style-type: none"> - Use good table manners - Be polite 	<ul style="list-style-type: none"> - Wash hands - Use paper & soap as intended - Return to class in a timely manner - Report any inappropriate behavior 	<ul style="list-style-type: none"> - Keep conversations with others positive - Notify a teacher when problems arise - Use equipment as intended - Be a good sport
<ul style="list-style-type: none"> - Set and meet goals - Come to class prepared - Ask questions & seek help - Stay on task & on topic - Turn work in on time 	<ul style="list-style-type: none"> - Be on time - Keep the hallways & walls clean 	<ul style="list-style-type: none"> - Handle food appropriately - Wait until excused - Help others in need 	<ul style="list-style-type: none"> - Use at appropriate times - Report shortages (soap, toilet paper) 	<ul style="list-style-type: none"> - Dress appropriately for the weather - Line up promptly when the whistle is blown - Return equipment to the cart
<ul style="list-style-type: none"> - Challenge yourself - Learn beyond the classroom - Strive to be your best - Show PRIDE & be a LEADER 	<ul style="list-style-type: none"> - Walk safely - Maintain a low volume - Help others in need - Show PRIDE & be a LEADER 	<ul style="list-style-type: none"> - Sit by those sitting along - Respect servers & supervisors - Show PRIDE & be a LEADER 	<ul style="list-style-type: none"> - Report messes & vandalism - Use for intended purpose - Show PRIDE & be a LEADER 	<ul style="list-style-type: none"> - Respect supervisors - Report concerns to adults - Show PRIDE & be a LEADER

NON-DISCRIMINATION STATEMENT

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact:

Nicole Airgood, Assistant Superintendent

107 W. West Street

Sturgis, MI 49091

269-659-1506

Initiation of the formal complaint procedures requires a written complaint. **All written complaints** regarding harassment or discrimination of individuals shall be submitted to:

Responsible Administrator: Nicole Airgood, Ass't Superintendent
nairgood@sturgisps.org

Alternate Responsible Administrator: Ron Ehlers, High School Principal
rehlers@sturgisps.org

For a complete document regarding specific grievance procedures, please see the Sturgis Public School's Website at: https://www.sturgisps.org/district/grievance_procedures

STURGIS PUBLIC SCHOOLS
COMPLAINT FORM

Title VI Title IX Section 504 Title II Elliott-Larsen

Name: _____ Date _____

Address: _____
(Street)

_____ (City) _____ (Zip)

Telephone: _____ (Home) _____ (School or Work Location)

Status of person filing complaint: _____ Student _____ Employee
_____ Parent/Guardian _____ Other

Statement of Complaint (include type of discrimination charged and the specific incidents in which it occurred):

Signature of Complainant: _____

Date Complaint Filed: _____

Signature of person receiving complaint: _____

Date Received: _____ Complaint Number: _____

Complaint Authority: _____

Submit all copies to the local Assistant Superintendent. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Assistant Superintendent.

DISTRIBUTION: 1st copy – Assistant Superintendent
 2nd copy – School/Department
 3rd copy – Complainant

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For information, contact: Nicole Airgood, Assistant Superintendent
107 W. West Street Sturgis, MI 49091 269-659-1500