

**EASTWOOD ELEMENTARY SCHOOL
SUPPLEMENTAL STUDENT/PARENT HANDBOOK
for the 2023-2024 School Year**



Eastwood Elementary School
[909 S. Franks Ave, Sturgis MI 49091](#)
Phone: (269) 659-1560
Attendance: (269) 659-1555
Transportation: (269) 659-1590
Fax: (269) 659-1554

Visit us at: <http://www.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 is attached 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.

PARENT INVOLVEMENT

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

- Ensuring that parents/guardians 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.
- Involving parents/guardians 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

Adult supervision begins at the school at **8:25 AM**; please make sure to drop students off **after this time**. School doors open at 8:35 AM. Breakfast will be served in classrooms, beginning at 8:35 AM. Please have your child at school prior to 8:50 AM to get breakfast.

- Office Hours: 7:45 AM - 4:15 PM
- Drop off begins: 8:35 AM
- School Day: 8:50 AM - 3:45 PM
- Half Day: 8:50 AM - 12:10 PM

Section 1 - GENERAL INFORMATION

ARRIVAL/DISMISSAL

Schools in Sturgis Public School District will have staggered starts. This year Eastwood Elementary students should arrive between 8:25 AM and 8:50 AM. Fifth graders will enter through the Main Entrance, and third graders will enter the door nearest the parent pick up lot. Fourth graders will enter the doors in between. No students will be on the playground before or after school, in order to support a great start to their day. Teachers begin their lessons at 8:50 AM. Thank you for your support in getting students to school on time.

Students will be dismissed at 3:45 PM to go straight to the bus 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 students. 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. Additional milk may be purchased for 50¢. You may send a check, cash, or pay using sendmoneytoschool.com. Breakfast will be served daily in classrooms starting at 8:35 a.m. at no cost to all interested students.

Household Reports 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. You will find this packet on our website as well as distributed at our Open House. Thank you for your help so that we may continue to benefit from this grant 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. Eastwood Elementary also has a Parent Advisory Committee. Check our website or contact us for more information.

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

Eastwood Elementary utilizes various forms of communication. Report cards are issued two times a year (semesters), with progress reports issued at the 9 week mark of each of those semesters. Teachers will contact you at other times as needed to keep you informed. Parents are encouraged to contact their child's teacher whenever they have questions or concerns. Teacher's email addresses can be found on our website. Additionally, phone calls may be made to teachers through our office, and teachers will respond at their earliest convenience.

Eastwood Elementary uses a criterion-referenced letter grading system. 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. Parents should feel free to contact their child's teacher to schedule a conference at any time during the year if they have questions or concerns.

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, a doctor's slip is required 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.

Lost and Found

Please put name labels on students' personal belongings. These markings will help school personnel locate lost items. Also, please do not allow your children to bring extra money, valuable items, toys, trading cards, radios, or sports equipment unless prior written approval has been given by the child's teacher. This applies to Boys and Girls Club as well. We will not assume responsibility for the security of such items. If your child loses an item, please encourage her/him to check the lost and found area. Clothing and other items not claimed by the end of the school year are donated to charity. We live in a technology rich world and support our students' use of technology. If your child brings any electronic device to school, he/she must assume all responsibility for that item. Please adhere to the Sturgis Public School District's Student Network and Internet Acceptable use and Safety Policy regarding all electronic devices and guidelines outlined in the school policy.

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. 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 the Sturgis Public School District Handbook .

Section 4 - STUDENT CONDUCT

EASTWOOD ELEMENTARY SCHOOL 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 LEAD model for expectations:

- L - Learn
- E - Encourage
- A - Achieve
- D - Dream

The Eastwood Behavior Model includes the following components:

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

The following behavior matrix illustrates expected behaviors at Eastwood School.



Trojan's LEAD

SETTING

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

EXPECTATIONS

	Learn	Encourage	Achieve	Dream	
Classroom	<ul style="list-style-type: none"> - Put first things first - Carry your own weather, Stop and think - Be a transition person - Learn from our mistakes 	<ul style="list-style-type: none"> - Celebrate each other's differences - Think win-win - Model sharpening the saw - Have an abundance mentality - Others do better when you do better 	<ul style="list-style-type: none"> - First things first - Clean and safe hallways - Pick up trash - Respect learning spaces - We are all heading to the same place 	<ul style="list-style-type: none"> - Celebrate differences - Share the space with others - There is room for everyone 	<ul style="list-style-type: none"> - Wave and smile, no need to talk - Walk safely
Hallways	<ul style="list-style-type: none"> - Model picking up after yourself - Clean up a mess, even if it isn't yours - Help friends when they need it 	<ul style="list-style-type: none"> - Sharpen the saw with a healthy lunch 	<ul style="list-style-type: none"> - Remind friends we expect our bathrooms to be clean, dry, and free from trash on the floor - Report unsafe behavior to the nearest adult 	<ul style="list-style-type: none"> - Go quickly - Get back to class - Clean - Dry - Safe 	<ul style="list-style-type: none"> - Clean - Safe - Not too loud - Privilege of free seating
Cafeteria	<ul style="list-style-type: none"> - What will you become - What will you accomplish - Who will share it with you? - Begin with the end and mind and chase your WIGS! 	<ul style="list-style-type: none"> - What would make your lunch time even better? - When you have an idea, share it with an adult or friend. 	<ul style="list-style-type: none"> - Work to have the cleanest bathroom - Go quickly and keep it clean, your dreams are realized in the classroom. 	<ul style="list-style-type: none"> - Dream big when you play a game. - Build the skills you need to do your best - Learn how to play with friends and be safe while having fun 	<ul style="list-style-type: none"> - Begin with the end in mind - Make a plan - Put first things first - Strive to reach your WIGS - Work first and play later
Bathrooms	<ul style="list-style-type: none"> - Be Responsible - Play by the rules learned in PE - Playground rules stay the same - When we all know the rules, the games we play are much more fun 	<ul style="list-style-type: none"> - Go, wash, dry leave - 1 or 2 paper towels - Be Responsible 	<ul style="list-style-type: none"> - Cheer on your friends - Encourage them to do their best - If you forget a rule, ask for help 	<ul style="list-style-type: none"> - Begin with the end in mind - Plan for the weather - Use playground equipment, you do not need to bring your own 	<ul style="list-style-type: none"> - Dream big when you play a game. - Build the skills you need to do your best - Learn how to play with friends and be safe while having fun
Playground					

Code of Conduct: Eastwood Elementary

Prior to sending a student to the office for disciplinary action that requires administrative intervention it is required that, where warranted, teachers employ the following options with students in the classroom:

- **Redirection**
- **Use of proximity**
- **Verbal Warning(s)**
- **Use of hallway conference and/or timeout**
- **Use of behavior room**

Explanation of Disciplinary Steps (these steps are for office referred major behaviors)

Step 1:	Verbal Warning Redirection, office time out, restorative practices
Step 2:	Administrative Conference An administrative conference with the student that will include reviewing the disciplinary policy and procedure.
Step 3:	Administrative Conference An administrative conference that would include the student, parent, teacher, and other pertinent staff
Step 4:	Lunch and/or After-School Detention
Step 5:	In-School Suspension and or Behavior Intervention room (1-3 days)
Step 6:	After School (when available, K-5)
Step 7:	Out of School Suspension (1-4 Days)
Step 8:	Out of School Suspension (5-9 Days)
Step 9:	Out of School Suspension (10 Days)
Step 10:	Long-Term Out of School Suspension (Up to 30 Days) Superintendent's Action Required
Step 11:	Expulsion from School Board of Education Action Required

All consequences that result in loss of instructional time should involve the use of restorative practices as part of the process of restitution and re-entry. Also understand that alternative consequences such as restitution and community service may be used as part of the discipline system.

In addition to the steps provided for possession of prohibited articles, the school district may confiscate any such article and return to the student, parent, guardian, and/or law enforcement authority as the circumstances require.

Placement and movement on the step system will be proportionate to the severity of the misconduct. The administration reserves the right to deal with each offense on an individual basis, and before imposing placement on the step system, the administration shall consider, without limitation, the actual misconduct, the extent of the student's individual involvement, and the student's record, both academic and behavioral. This review may result in disciplinary action being more or less severe than outlined.

Note: Steps listed represent a range of options. It is not construed that all steps will be incorporated with each offense. Where a range of disciplinary steps is established for an infraction, the factors that lead to more severe penalties include:

- 1. The actual harm or injury caused**
- 2. The risk of harm or injury caused**
- 3. The intent of the student**
- 4. The number and seriousness of prior infractions committed by the student**
- 5. The seriousness of the penalty required in the circumstances to discourage future violations by the student or others**

All infractions are defined in the SHS student/Parent Handbook Pages 20-28 and the SPS Student/Parent Handbook pages 33-45. Cell phones or non-school issued electronic devices used at Eastwood Elementary consists of school appropriate material/use and only is allowed before school starts or after final dismissal.

INFRACTION

Academic Dishonesty	Steps 1-4
Aiding and abetting violation of school rules	Steps 1 -7
Arson	Steps 9-11
Bomb Threat/False Alarms/False Reports	Steps 3-11
Bullying and other aggressive behavior/threatening	Steps 3-9
Bus Transportation (school consequence)	Steps 1-9
Cell phones/electronic devices violation	Steps 1-7
Insubordination related to electronic violation	Steps 1-11
Criminal Sexual Conduct/Sexual Assault	Steps 9-11
Disruptive/Disorderly behavior/Pranks or Practical jokes/irresponsible acts	Steps 1-7
Dress Code Violation	Steps 1-4
Drugs/Alcohol/Paraphernalia (use, supply, selling)	Steps 3-9
Explosives/Lighter/Fireworks/Smoke Bombs/Irritants (such as mace or pepper spray)	Step 3-7
Extortion	Steps 1-7
Failure to Serve Disciplinary Action	Steps 1-7
Failure to report dangerous weapons or threats of violence (substantive)	Steps 1-7
Forgery/Falsification	Steps 1-4
Harassment	Steps 1-9
Inappropriate/Abusive Language/Profanity	Steps 1-9
Insubordination/Non Compliance/Defiance	Steps 1-9
Internet/Technology Violation	Steps 1-7
Larceny/Stealing/Theft	Steps 1-9
Leaving the Building (Irresponsible Act/Leaving campus)	Steps 1-6
Tobacco Possession and/or use	Steps 3-9
Physical Aggression and/or Fighting	Steps 2-9
Physical Assault (of staff member/volunteer/contractor/student/associated person with the district)	Steps 7-11
Public Displays of Affection (irresponsible act)	Steps 1-5
Sexual Harassment	Steps 2-9
Skipping Class/School	Steps 1-6
Tardiness	Steps 1-4
Trespassing/Loitering/Unauthorized use of school/private property	Steps 1-7
Vandalism	Steps 3-9
Vaping possession/use	Steps 4-9
Verbal Assault/Threat against district employee,Including online harassment(Substantive)	Steps 2-9
Violation of individual school/classroom rules	Steps 1-5
Weapons	
Use of	Steps 9-11
Possession of	Steps 3-11

For more detailed information, including definitions, please see the Sturgis Public Schools Student/Parent Handbook .

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 Gittinger, 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 Gittinger, Ass't Superintendent
ngittinger@sturgisps.org

Alternate Responsible Administrator: Nick Herblet, High School Principal
nherblet@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 Gittinger, Assistant Superintendent 107 W. West Street Sturgis, MI 49091 269-659-1500