

Eastlawn Elementary School



Parent Handbook 2016- 2017

Eastlawn Mission Statement

The mission of Eastlawn Elementary school is to work in partnership with the home and community to provide a caring, learning environment in which all students can acquire the skills, knowledge, and attitudes and cultural understanding necessary to become active, compassionate, life-long learners who will help to create a better and more peaceful world.

Dear Eastlawn Families,

The Elementary School Parent Handbook has been prepared to provide answers to questions that are frequently asked. We believe this information will help you to become quickly informed regarding policies, procedures, and programs at Eastlawn and other schools in the Midland Public School District.

Parent interest and participation in the total school program is welcomed and encouraged. When parents become involved in such programs as the PTO, serving as room parents, or other committee involvement, their child and other children benefit greatly.

I would like to express how much I enjoy collaborating with you and your child's teachers in providing a comprehensive academic program for your child. So that everyone is equally informed, we ask that you read this entire handbook with them. If any questions arise after doing so, feel free to call me at 923-7112.

Let's have a great 2016-2017 school year, working in partnership toward the total growth and development of all of our Eagles.

Sincerely,

Shannon Blasy
Principal

Eastlawn Staff 2016-2017

Grade/Assignment	Teacher	Room Number
Kindergarten	Katrina Spry	102
Kindergarten	Kaitlyn Wysopal	104
1st	Sarah Westervelt	101
1st	Lindy Coon	107
2nd	Megan Frost	109
2nd	Erica Ray	106
2nd	Jane Greenhoe	126
Spec. Service	Squanda/Barrie (OT/PT)	105
3rd	Jillian Struble	D15
3rd	Jamie Reid	124
3rd	Bryan Besaw	127
Office-Family Int.	Ms. Flamont/Mrs. Carley	Office
4th	Laura Birge	125
4th	Kelly Kraatz	123
4th	Candace Burns	128
5th	Amanda Ladach	129
5th	Justin Doughty	130
PYP Library	Jen Servoss	Library
Resource Room	Eddy, Kara/Tate, Krista	13/108
Art	Megan Oswald	9
Music	Kelsey Hathaway	14
Spanish	Jessica Kustra	12
PE - PM	Chase, Justin	Gym
Band/Orchestra	Monroe/Hackett	14
Nurse	Ms. Shannon	Garden Terrace

School begins at 8:38 a.m. and ends at 3:35 p.m.

Lunch is from 11:43 a.m. until 12:30 p.m.



Principal: Shannon Blasy

Administrative Assistant: Lynn Burns
Office Paraprofessional: Brett Seamster
Building Manager: Dave McDonald

Eastlawn Colors: Blue and White

Mascot: Eagle

District Mission Statement:

The Midland Public Schools, in partnership with our community, prepares students as knowledgeable, self-reliant, cooperative, and ethical learners who are contributing citizens.

Eastlawn Philosophy:

Students at the elementary level, grades K-5, have distinct physical, emotional, and intellectual needs. Eastlawn Elementary School will provide a program designed to meet the changing needs of students and provide for the transition from childhood to adolescence. In order to meet these needs, it is Eastlawn's belief that the entire school, along with the students, home, and community must function as a team.

Eastlawn School:

- Will accept the responsibility to teach all students so they can attain their maximum intellectual and social potential;
- Will promote respect for self and others, the merit of hard work, an service to the school and community thereby allowing each student to attain personal success;
- Will create and maintain an attitude which recognizes the necessity of working with the many developmental changes of children. Teachers will take students from where they are and create programs to meet their needs.

Eastlawn School recognizes that children both want and need to be responsible for learning, to work well in groups, and to become more independent while accepting the interdependence of all.

Eastlawn Goals:

Cognitive:

- Students will demonstrate improved reading skills and strategies.
- Students will demonstrate improved writing skills.
- Students will be proficient at math skills and strategies.
- Students will be proficient at science skills and strategies.
- Students will be proficient at demonstrating social studies knowledge skills and strategies (history, geography, economics and civics).

Affective:

- Students will demonstrate positive self-esteem.

Climate:

- Students will feel that the physical environment is safe and conducive to learning.
- Student learning will be enhanced by improving communication among students, parents and staff.

ELEMENTARY INSTRUCTION PROGRAM

CURRICULUM:

The basic curriculum at Eastlawn School consists of reading, writing, mathematics, English (language arts), social studies, science and spelling.

ENRICHMENT:

Eastlawn's enrichment program includes a variety of activities and services for academically talented students. Research projects initiated by students are one aspect of the opportunities available.

KINDERGARTEN:

Kindergarten is a crucial transition period between home and formal education. The kindergarten program is designed to nurture your child's social, emotional, physical and intellectual development. Parents and teachers working together will ensure a successful transition and establish a strong base of interesting and appropriate experiences.

By providing the appropriate learning experiences and maintaining a supportive learning environment, we strive to help children become self-reliant, responsible, considerate listeners, risk takers in attempting new tasks, capable of thinking for themselves and making decisions, and motivated to explore and learn.

Children who reach their fifth birthday on or before December 1 of the current school year are eligible for admission into kindergarten.

KINDERGARTEN ORIENTATION:

In the spring of each school year, a Kindergarten Orientation is conducted in each of the elementary schools. There is an opportunity for the parents to register their children, to meet with the kindergarten teachers, to visit the kindergarten classrooms and to participate in activities in the kindergarten classrooms.

MEDIA CENTER:

Checkout - Checkouts are flexible rather than scheduled. Students are encouraged to visit the media center whenever they need books. Biweekly, weekly, and even daily checkouts are common depending on the individual students. Teachers may also bring their classes for group checkouts whenever they feel one is needed. Kindergarten students can check out one book at a time. First and second graders may check out two. Third, fourth and fifth graders are allowed to check out three.

The loan period is two weeks. The day of the week on which a student's books fall due will vary because of the flexible library visits. Students are asked to put a date slip in the pocket of each book so they will remember when their books are due.

Overdue notices are printed biweekly. When a book is overdue two or more weeks, a long overdue notice which includes the price of the book is attached to the overdue sheet. Payment is expected for books that are damaged or lost. Students with long overdue materials also lose their checkout privileges.

Parents are welcome to visit the media center. They can also make arrangements to check out books, too!

SPECIAL SUBJECT AREAS:

Classes in art, vocal music, Spanish, and physical education are offered to students in grades K-5 by teachers who are specialists in these fields. The special subject classes meet as follows:

Art -	45 minutes once a week
Music -	35 minutes once a week
Spanish -	30 minutes twice a week
Physical Education -	30 minutes twice a week

Students in grade 5 are offered string and instrumental music classes. Students in grade 5 may elect to take part in choir that meets once a week.

STANDARDIZED TESTING:

Each year students are involved in some form of standardized testing in the Spring. The testing is done on a district-wide basis in accordance with the following schedule:

<u>Grade</u>	<u>Test</u>
3, 4, 5	M-STEP
	Grade 3 - Language Arts and Math
	Grade 4 - Language Arts, Math and Writing
	Grade 5 - Science, Language Arts and Math

Although good attendance is important throughout the year, we especially encourage perfect attendance during the administration of these tests. Research indicates children are more successful if they are tested with their classmates, as opposed to individualized make-up sessions. Also, a consistent sleeping and eating pattern during these two weeks may prove beneficial.

Midland Public Schools conducts district grade level assessments in the four core content areas, (language arts, math, science, social studies). The assessments are compiled and summarized in the building annual report on a yearly basis. The scores are also shared with parents throughout the school year.

Eastlawn Homework Policy

1. Do not assign homework just to assign it. There must be a purpose for it. Give them an opportunity to complete the work in class.
2. Homework must be able to be completed independently. If you are not sure a student can do it, do not assign it. Do not assume they will have assistance at home, or supplies needed.
3. Project based assignments should be undertaken and be able to be completed in the classroom, not assigned as homework. (ex: book reports, lighthouse, etc.) If there is great importance to it, plan for class time.
4. At home reading is designed to encourage continued reading practice and family time. Provide incentives for students that can show evidence of reading (ex: reading log, sticker chart), but do not provide consequences for those that do not. Reading should be at the child's independent level.
5. Planners are to be used as a tool for parent communication and organization. Strongly encourage parents to sign it, but do not provide consequences for a lack of signature. Rather consider an incentive for those that have it signed and homework completed.

(ex: extra credit points)

6. If 80% or more of your students can complete an assignment during given class time, it is okay to send it home with those that did not complete it. If most are not completing it in class, ask yourself: Was too much assigned, were they not given enough time in class, was it too difficult? Then do not send it.

Guidelines for Consequences

1. The responsibility room is available for third, fourth, and fifth graders during lunch recess for students who need additional time to complete unfinished assignments.
2. If you have a concern with a child's behavior then consider completing an office discipline referral in place of using the responsibility room.
3. When a child goes to the responsibility room, you need to complete a responsibility room slip and send the child with their unfinished work and the slip.
 - The pink copy goes home to be signed.
 - The yellow copy goes to the responsibility room.
 - The white copy is for the teacher to file.
4. At the end of the month check your file of responsibility room slips. If a student has gone to the responsibility room more than five times in a month then bring the child to 2a or work with the resource room teacher if the child is a special education student.

SUPPORT SERVICES:

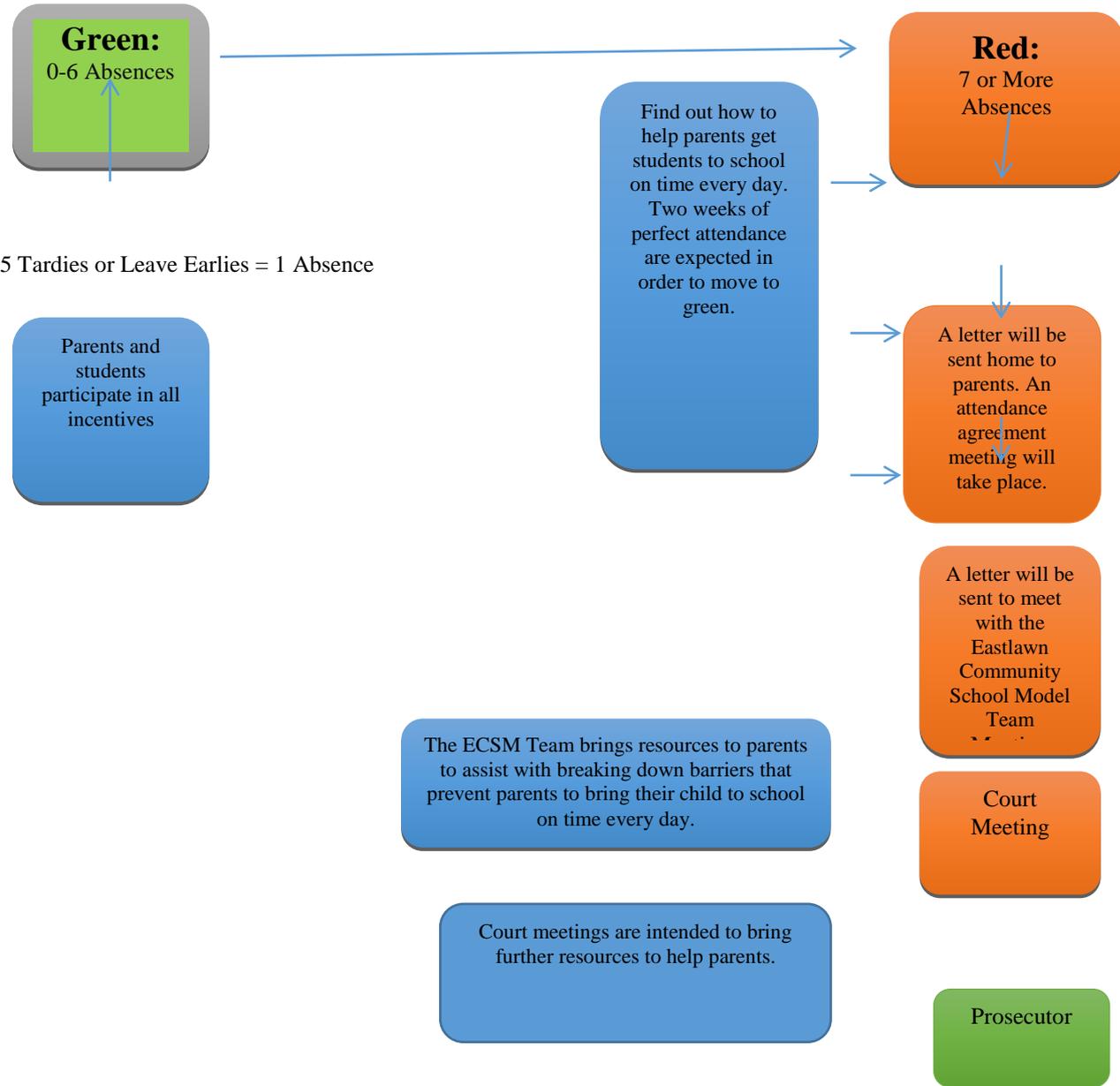
Title I - Title I is a federally funded program focusing on support instruction for students in the areas of math, reading, science, and social studies. Funds are designed to provide greater opportunity for success for students at-risk of not reaching their potential. For 2012-13, Eastlawn has been designated as a Title I school-wide building.

ATTENDANCE PROCEDURES

ABSENCE FROM SCHOOL:

If your child is absent, or will be tardy, please call the school attendance hotline @ 989-923-7113. If a child is absent, and the school has not been notified, we will initiate a phone call to parents.

Attendance Steps 2016/17 School Year



ARRIVING AT SCHOOL:

Many tasks and meetings related to the school program take place before classes begin each day. These can be difficult to accomplish if it is also necessary to supervise students who arrive too early. Our teachers are in meetings or preparing lessons, so a paraprofessional will watch students 15 minutes prior to the beginning of school. Therefore, there is supervision for children from 8:20 until the doors open at 8:33.

CHILDREN LEAVING WHILE SCHOOL IS IN SESSION:

Children are not permitted to go home by themselves while school is in session. This policy is intended for the protection of the child. When it becomes necessary for a child to go home due to illness or prearranged appointments, a parent or other responsible person designated by the parent must call for the child. Parents are asked to come into the office to get the child. Eastlawn office staff will only release your child to designated people on the Enrollment and Emergency Information form. If there are changes or additions, please send in writing so we are aware. We will not release your child to anyone whose name does not appear on the form. They must also sign the appropriate early dismissal form. Parents are requested to make dental and medical appointments for the children after school hours whenever possible. Each classroom has scheduled an **uninterrupted** 90 Minute Reading Block and an **uninterrupted** 30 minute Intervention Block. Your classroom teacher will let you know when these Blocks are scheduled during the day.



The school day at Eastlawn begins at 8:38 a.m. and dismissal is at 3:35 p.m. **Students should be in their classroom at 8:35 and in their seats, ready to learn, at 8:38 a.m.**

The lunch period is from 11:43 a.m. to 12:30 p.m.

All students are to leave the building by 3:45 p.m. unless a teacher has arranged for the child to stay. If a teacher wants to work with a child after school, the parent will be contacted prior to dismissal and informed that the child is staying so transportation can be arranged.

Bells are rung at the following times during the day:

- 8:33 Students enter the building
- 8:38 Instruction begins
- 11:43 Lunch/Recess
- 12:30 Instruction begins
- 3:35 Dismissal

ILLNESS AT HOME:

In school, your child is closely associated with many other children. For his/her own protection and the protection of others, please keep children home if your child has any of the following: fever, sore throat, rash, upset stomach, skin eruptions, earaches, coughing, inflamed eyes, or a bad cold.

ILLNESS OR ACCIDENT AT SCHOOL:

If a child becomes ill in school, or is injured at school, the parents will be contacted and arrangements will be made before the child is released from school. If parents cannot be reached, contact will be made with the person designated by parents on the Enrollment and Emergency form. **It is very important that this form be kept up-to-date at all times!**

GENERAL INFORMATION

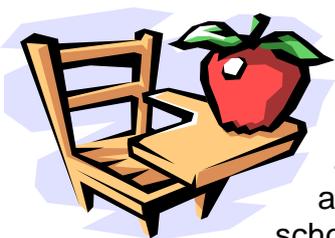
Upon enrollment to Midland Public Schools, students receive many policy copies. They include *Crime Free Schools*, *Code of Student Conduct*, *Schools of Choice*, *Acceptable Technology Policy* and/or *Lunch Assistance* information. For additional copies of this information, contact your school office.

BUILDING USE AFTER SCHOOL HOURS:

We welcome the use of our building for special student related activities. Any adult sponsoring a youth group should contact the school office for a copy of the guidelines and to reserve space. This should be renewed

each school year. Students must be supervised until all have left the building. The school cannot be responsible for the safety of those children here for special activities. Children who return to the school playground after school hours are not supervised and the school cannot be responsible for their supervision.

DESK INSPECTIONS AND SEARCHES:



The desks, drawers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. To assure that each student's area is kept clean it may periodically be subject to inspection by school officials. All students are also expected to keep their areas free of any harmful items. If there is any reasonable suspicion that a student's area may contain something that it is not supposed to, it may be open to a search by a school official.

EMERGENCY FORM:

At the beginning of each school year, we complete a new Emergency Form. Information for each family consisting of address, parent's name(s), place of employment, home and work telephone numbers, and an emergency contact person is requested. The information is kept in the school office and enables us to contact the parent(s) in case of illness or injury. This information is kept confidential. We expect parents to keep us informed of any changes so that our information will always be current. If you can't come in person to change the form, please send a note with your child to school. Your child will not be released to any person not on the emergency form unless permission in writing is given by the parent.

LOST AND FOUND:

Lost and found items are located outside of the office. Students and parents are encouraged to personally check for lost items.

Please take the time to identify students' personal items with a name label or other means of identification. Boots, lunch pails, etc. can easily be labeled with a permanent marker. This assures that lost items are returned to students as soon as they are brought to the office.

Items not recovered are taken to a local nonprofit throughout the school year.

LUNCH/BREAKFAST PROGRAM:

Students are welcome to eat their breakfast and lunch at school. Adult supervision is provided in the lunchroom and on the playground.

The breakfast program includes choice of juice, milk, enriched muffins or /cereal bars. All students may receive a free breakfast. The breakfast program begins at 8:33 a.m. in the classroom.

The lunch program offers students four choices: Children may bring their own lunch; they may bring their own lunch and order milk; they may order a school lunch, which includes milk; they may go home for lunch. If your child will be leaving the building for lunch, an adult will need to sign them out in the office.

The cost of the hot lunch which includes milk, and the individual price of milk are determined annually. These costs will be made available to you on registration day.



supervision is provided

or /cereal bars. All at 8:33 a.m. in the

Lunches are ordered by 9:00 a.m. If your student is going to be late and needs a lunch, please call to let us know, or send a lunch.



Forms are available in the school office for those who may qualify for free or reduced price lunches. These forms are sent home with every child at the beginning of the school year. If circumstances change during the school year, please notify the school office and we will send a new form home to be filled out and returned.

OFFICE:

Office hours are 8:00 a.m. - 4:00 p.m. As we value the time our students have to learn, we are not able to interrupt classes to deliver messages except in cases of genuine emergency. We ask your cooperation in not asking office staff to deliver messages concerning after school plans, transportation, etc.

POLICY ON STUDENTS RECORDS:

At registration, each student new to Eastlawn receives a copy of the Policy on Student Records. On November 25, 1974 the Board of Education approved the policy in compliance with the Federal Family Education Rights and Privacy Act of 1974. The policy guides the content of records being kept on all students, as well as the access to these records and related procedures for the school, the parent, and the students. An additional copy is available from the school office.

POLICY STATEMENT ON SEXUAL HARASSMENT:

The Midland Public School is committed to providing an educational environment which is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior that will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larson Civil Rights Act. It is also contrary to the policy of the school district for any staff or student member, male or female, to sexually harass a student or staff member.

Individuals who believe that their rights in this area have been violated should report their concerns to building administrators or to the Director of Personnel of the Midland Public Schools. All complaints will be handled in a timely and confidential manner.

RELEASE OF STUDENT AND/OR FAMILY NAME LISTS:

Lists of student and/or family names, addresses and telephone numbers may be released for use by school personnel or parents for approved school activities such as P.T.O. meetings or school parties.

Parents who prefer that all or part of this information not be released as described above should notify the school office in writing regarding their wishes.

SCHOOL SUPPLIES:

Textbooks, workbooks, materials and supplies necessary for instruction are furnished by the school. Students are expected to care for them as if they were their own and are liable for loss or damage.

Tennis shoes, required for gym classes, are not furnished. Please send a pair to remain at school. "Stocking feet", bare feet or street shoes are not permitted on the gym floor.

SOCIAL SERVICES:

If there is evidence that a child is neglected or abused, it must and will be reported to a protective service worker at the Department of Human Services as prescribed by law.

STUDENT DRESS AND PERSONAL GROOMING:

Hair and clothing should be neat, clean and appropriate. Although there is no specific dress code, students are expected to use good judgment and consideration for others in their choice of clothing and grooming. If any clothing, etc., is deemed distracting in the classroom, the student will be asked to remove or cover up. Students should refrain from wearing hats or bandanas and clothing that exposes any portion of the midriff. Students are not allowed to wear "Heely" shoes to school, with or without wheels.

STUDENT PICTURES FOR PUBLICATION IN THE MEDIA:

During the course of the school year, occasions may arise when photographs of students will be taken for the Midland Daily News or other newspapers, school publications, or other media. Usually the student is identified in these pictures.

Parents will be provided with a form to sign at registration time indicating if they have any objections to their student's picture being published in this fashion.

STUDENT RECORDS:

The following statement briefly summarizes parents' legal access to their child's record, the CA-60 folder. Parent, legal guardian or adult student may request a scheduled conference to review the record in the presence of the principal and his/her designee - such conference to be held within two weeks of the request under ordinary circumstances and never to exceed six weeks. In most cases we will try to accommodate your request as soon as possible.

If you should move to another school district you will be asked to sign a statement releasing the student's records to the new school. The records may then be legally mailed to the new district. Should you need copies of parts of the records such as immunizations, standardized testing, etc., we will be happy to make copies for you to take with you.

If you are moving within the Midland Public School District, the student's records will be forwarded directly to the new school.

TELEPHONE:

Students may use the phone to call their parents in the case of illness or other emergencies. Students should make after school plans in advance and are discouraged from using the phone for such calls. Permission to use the phone must be obtained from the student's teacher and will only be granted in cases of illness or emergency. **ONLY IN CASES OF EMERGENCY** will we deliver messages to students during the school day. Parents are encouraged to use teacher's voice or email for communication.

THINGS NOT TO BE BROUGHT TO SCHOOL:

Students shall not bring electronic games or devices, pagers, laser pointers, radios, , remote control vehicles, whistles, squirt guns, weapons or pretend weapons, pretend cigarettes, matches, roller blades or skateboards to school except for some purpose stated by the teacher and approved by the principal. In addition, no pets are allowed due to a growing number of students with allergies.

HEALTH

ACCIDENT INSURANCE:

Available in the office is a brochure describing an insurance program that is made available to all elementary students in the Midland Public Schools. Please read the brochure carefully and if interested, complete the form and return it to school with a check made out to the insurance company.

COMMUNICABLE DISEASE:

Parents must notify the school and the Midland City County Health Department (832-6769) when a child has a communicable disease. Immediate warning permits the school to promptly notify parents whose children may have been exposed so that preventive measures can be taken.

HEALTH PROBLEMS:

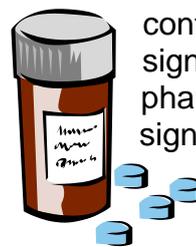
If your child has an allergy, requires medication, or has any health problem that the school should be aware of please follow this procedure:

1. Notify the office annually of the situation. (Preferably on the first day of school each year)
2. Leave us written directions to follow in case medication needs to be given or emergency procedures need to be followed, please see "Medication in School" below for MPS Procedures on medication.
3. Please keep us updated regarding any changes in condition, medication, or procedures.

MEDICATION IN SCHOOL:

Administration of medication to students is only done under the Board of Education policy providing:

1. The request to administer the medication must be in writing signed by the student's parents on a MPS Medication Form.
2. Prescription and non-prescription medication should be in the original container.
3. The request must include the written prescription for the medication signed by the prescribing physician or the reproduction (copy) of this prescription by the compounds the medication. Prescription medication request must be signed by physician on



MPS Medication Form.

4. Self-medication by students, using prescription or non-prescription medication while not prohibited by this policy, is generally discouraged by the Board of Education.

Medication brought to school should be taken to the school office and not kept in the student's desk.

IMMUNIZATION:

State Law (Act No. 368 Public Acts of 1978) requires that all children entering a Michigan school for the first time must present a certificate of immunization:



Diphtheria-Tetanus-Pertussis	4 doses
Oral Polio	3 doses
Measles	2 doses
Mumps	2 doses
Rubella	2 doses
Hepatitis B	3 doses
Varicella (Chickenpox)	2 doses

This law requires that the parent or guardian of each child enrolling must submit one of three statements to the school at the time of enrollment:

1. A certificate of immunization certified by a health professional or local health department.
2. A statement signed by the parent or guardian to the effect that the child has not been immunized because of religious convictions or other objection to immunization.
3. A medical contraindication form signed by a physician, if the child cannot be immunized for health reasons.

In addition, the parent or guardian of each enrolling child shall submit one of the three following statements:

1. A statement signed by a district, county, or city health department director stating that the child has received the department of public health preschool vision and hearing tests.
2. A statement by a licensed medical or osteopathic physician, a licensed optometrist indicating that the child has been screened for vision and hearing problems during the preschool years after age 3 and prior to initial entrance.
3. A statement signed by the parent or guardian to the effect that the child cannot be submitted to such tests because of religious convictions.

Questions regarding this policy should be directed to the Midland County Health Department (832-6769).

VISION AND HEARING TESTING:

Annually, students in grades Kindergarten, 2 and 4 will receive vision screening tests and students in grades 1, 3 and 5 will have hearing tests. Students whose results indicate a possible problem will be retested. If the retest confirms the presence of a problem, parents will receive written notification for follow-up with the family physician. Student directory information will be shared with the Midland County Health Department for the purpose of follow-up treatment as a result of concerns identified from vision and hearing screening. Parents may request to have this information withheld.

The services of a hearing specialist are available through the Midland County Health Department.

The health department also conducts a preschool vision and hearing testing program each year. Michigan law requires that incoming kindergarten students submit evidence of preschool vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

PARKING LOT:

Parents who drive students to and from school should permit walkers the right of way. Students should never cross between parked cars or buses. Parents are asked to observe the "No Parking" and "Bus Loading" areas at the school. The driveway and parking lot are reserved for school employees only. The exception is for families in need of handicap parking.

PLAYGROUND SUPERVISION:

Supervision is NOT provided before or after school hours. However, supervision is provided for those who remain at school over the noon lunch period. Teachers accompany their classes outside for recess.

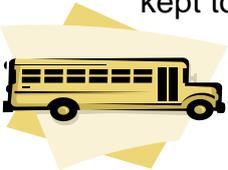
Students are expected to go outdoors at noon unless rain or extremely cold weather makes this impossible. A doctor's note is necessary if a child is to remain indoors at noon hour due to a recent illness.

SAFETY PATROL:

The purpose of safety patrol is to supervise and encourage safe practices en route to and from school, on the school grounds, and in the building. Parent permission is required. The safety patrol is sponsored by AAA.

TRANSPORTATION AND SAFETY:

Bus riders are expected to observe good passenger manners at all times. Distractions to the driver must be kept to a minimum. While waiting at a bus stop, students are to stay away from the traffic and wait for the bus in a safe and orderly manner.



SCHOOL CLOSING INFORMATION

CRISIS PLAN:

Midland Public Schools has a crisis plan in effect throughout the district.

EMERGENCY CLOSING/EMERGENCY DISMISSAL PROCEDURES:

It is the policy of the Midland Public Schools not to send student's home after school has started unless there is an extreme emergency such as a mechanical failure in the building or when inclement weather develops after school is in session.

The decision to dismiss school for severe storm conditions rests with the Superintendent of Schools. If there is a reasonable amount of assured time before weather or other emergency strikes, students who walk to school will be sent home and bus students will depart as soon as buses are provided. Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency when the parents are not home. Although an attempt is made it is impossible for school authorities to assure all parents that they will be notified by phone of the early dismissal.

Parents are asked to listen closely to the local radio station (WMPX-1490 AM) or Channel 98, MPS-TV or Midland Public School's website for special announcements. We request that you do not attempt to call the school as we will need lines open for emergency instructions.

FIRE AND NATURAL DISASTER PROCEDURES:

In the event of fire, tornado or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for children.

SCHOOL/HOME COMMUNICATION

COMMUNICATION WITH SCHOOL:

Parents may call the school anytime during the hours of 8:00 a.m. and 4:00 p.m. The Eastlawn School phone number is 923-7112.

Teachers are generally available to answer phone calls from 8:15 - 8:30 a.m.

If you wish to visit your child's classroom, or desire to pick up your child during school hours, please check in the office before visiting the classroom. Please make arrangements with the teacher if you wish to visit your student's classroom.

CURRICULUM NIGHT:

In the fall, a Curriculum Night is held at Eastlawn. Teachers will be present and will present classroom expectations and explain organizational procedures. The Curriculum Night in individual classrooms is not a time to talk with the teacher about a child's progress but rather a time to get acquainted with teachers, educational programs and the school. A separate conference should be scheduled to talk about a child's program.

PARENT PARTICIPATION:

Parents are most welcome to become involved in the school. In the past, many parents have assisted the staff with special projects such as scenery building, cooking, chaperoning, tutoring, and helping with P.T.O. sponsored activities.

We are pleased to have volunteer help. If you have a few "extra" hours per week, we can make good use of your time and talent. Reading to children, listening to children read and working with small groups under teacher direction will help us give each child more individual attention. All volunteers are required to complete a BRAVO form. This form can be found on our website site or in the office.

PARENT TEACHER CONFERENCE:

Parent teacher conferences are conducted two times each year, one in the fall and one in the spring. Appointments are arranged to provide each parent with the opportunity to meet with individual teachers. In addition to scheduled conferences, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed.

PARENT TEACHER ORGANIZATION:

The Eastlawn P.T.O. is a valuable support group of the school. All parents are encouraged to become more actively involved. P.T.O. Board meetings are held once a month at the school. Please watch in the main lobby on the PTO News board for meetings and announcements.

REPORT CARDS:



All subject areas are listed on the student's report card. The card is graded and sent or emailed home every nine weeks, or four times per year. Music, physical education and art grades are included on the report card every 18 weeks or twice per year. The music, physical education, Spanish and art grades are assigned by the respective teacher after consultation with the classroom teacher.

VISITORS:

All persons entering a school building must report to the office before proceeding. All staff will wear identification at all times in the building during school hours. Visitors, parents and guests are asked to stop at the office to check in, declare destination, and wear an identification tag while in the building. The policy is for the safety and protection of our students and staff. Your cooperation is greatly appreciated. Parents are encouraged to visit school but please notify the teacher at least one day in advance of the time you wish to visit. However, if you wish to discuss your child's work or behavior, plan to do this outside of instructional school hours, and by appointment, so the teachers can give you their undivided attention.

SPECIAL SUPPORT SERVICES

SPECIAL SERVICES

The Midland Public Schools is committed to serving all children in order that each child may obtain the most appropriate education. The special education department provides a wide variety of programs and services to children who have been identified as eligible for service.

These programs and services are designed so that the students can develop realistic levels of social, educational and vocational potential and include: appropriate facilities, specialized instructional materials, teaching methods and teachers with specialized training.

Individualized programs are available in the following disabilities:

Learning Disabled	Cognitively Impaired
Trainable Mentally Impaired	Emotionally Impaired
Physical and/or Otherwise Health Impaired	

THE EASTLAWN SUPPORT TEAM

The Eastlawn Support Team is an important problem-solving and/or support pre-referral team that can be utilized when a child needs additional challenge. The team includes regular education classroom teachers, a psychologist, a social worker, a teacher consultant others as needed, and is coordinated by the building administrator or designee. The team begins by sharing all available information about a student who is exhibiting academic or behavioral challenges in school.

STUDENT ACTIVITIES

CITY-WIDE ELEMENTARY TRACK MEET:

Annually a track meet for students in grades four and five is held in late spring sponsored by the Midland City Education Association. All interested students are eligible to participate. Parent permission is required.

DISTRICT-WIDE STUDENT ART EXHIBIT:

A student art exhibit is held in the spring of each school year. Selected pieces of art work from each elementary school are displayed.

FIELD TRIPS:

Part of our work with the children consists of acquainting them with their own community. They need to make nature observations, and visit places of historical interest and community services. To be able to furnish these various experiences for our students, it is necessary to take them away from the school premises. You will be asked to fill out a permission slip for the current year at registration time granting your permission. This permission will be considered permanent for that school year.

You will be notified in advance by a note from your child's teacher when and where a specific field trip will be taken by the class.

MATURATION PROGRAM:

In the spring of the year, a program designed to assist parents in guiding their "maturing" girls and boys will be offered at Eastlawn School. At this meeting, girls in grade 5, accompanied by their parent(s), will be invited to view a film and discuss the aspects of the maturation process with a qualified teacher. A similar program will be offered for boys in grade 5 with their parent(s).

MIDLAND COMMUNITY CENTER BASKETBALL PROGRAM:

Beginning in the fall, basketball leagues for elementary boys and girls are formed by the Midland Community Center. The Midland Community Center is the sole sponsor. Boys and girls form their own teams from classmates and neighborhood friends from the same grade. The players elect a captain who is responsible for collecting the players' fees and registering the team. Students may ask a parent or teacher volunteer to "coach" their team.

Eastlawn School participates by providing gym space and time for adult supervised practice, announcements concerning the program, and school spirit for the teams. All scheduling is handled by the Community Center.

PARTIES AND TREATS:

At the teacher's discretion, Halloween, Winter Holidays, and Valentine's Day class parties may be held. The parties will be scheduled the last hour of school unless there are scheduled conflicts. Halloween costumes are permitted (no weapons, blood or gore). The program, decorations, and refreshments shall be at the discretion of the teacher.

Room parents should be contacted approximately two weeks before the parties, and it should be clearly understood what role in the party they are to have and at what time the teacher would like the refreshments and/or parents to arrive.

If the teacher is willing, birthday treats may be brought to school and may be shared after lunch or at the end of the day. Food should not be eaten on school buses.

Party invitations should be sent through U.S. mail unless all the students (or all the boys or all the girls) in the class are being invited. This lessens the opportunity for hurt feelings and helps keep the focus of school time on school matters and curriculum.

STUDENT COUNCIL:

The student council has been organized to give students an opportunity to participate in discussion of policies affecting them at Eastlawn School.

Mrs. Eddy and Mrs. Struble organize student council. The council is involved in a variety of activities including school service and fund raising.

STUDENT SCHOOL PICTURES:

Annually, a commercial photographer will be present at school to take pictures of individual students and then sell these pictures to the students and families in a package. The photographer is scheduled to be at Eastlawn in the fall and then again in the spring for spring pictures.

All students are photographed for the yearbook, whether or not they purchase a picture package. **If you have an objection to having your student photographed for the yearbook, please send a note to the school office.**

STUDENT RESPONSIBILITIES:

At Eastlawn Elementary, expectations for behavior are posted clearly in every classroom and are reinforced at every grade level. Our school-wide goal is to promote a learning environment where everyone is safe, demonstrates a high level of character, and experiences optimal social, emotional and academic growth.

Discipline will be dealt with fairly and according to the code of student conduct. Teachers and school officials will work closely with parents to deliver appropriate consequences when necessary.

At Eastlawn, we practice zero tolerance for behaviors that bully or intimidate others. Children should notify the teacher or school officials immediately in any situation where a child is feeling unsafe at school.

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES FOR TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

Section I—Designated Coordinators

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators as listed below at the following address:

Section 504 Coordinator –Assistant Superintendent of Administrative Services
Title II Coordinator and Title VI -- Assistant Superintendent of Administrative Services
Title IX and Age Coordinator – Director of Human Resources

Midland Public Schools
600 E. Carpenter Street
Midland, MI 48640
Telephone: 989-923-5001

Section II—Grievance Procedures

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the appropriate district Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the district Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.
Midland Public Schools June 2010.

Introduction to the Primary Years Programme (PYP)

As an International Baccalaureate (IB) World School in its candidacy phase, Eastlawn is part of a growing global community of schools offering the Primary Years Programme (PYP). This status provides us with access to the support and resources provided by the IB. It also connects Eastlawn to the IB community of schools around the world.

We are committed to a transdisciplinary approach to learning with inquiry as the vehicle. Six transdisciplinary themes provide the framework for exploration and construction of knowledge. Teachers and students are guided by these transdisciplinary themes as they design units of inquiry for exploration and study. Through this process, students develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action.

At Eastlawn, the curriculum consists of a concept-based Programme of Inquiry as well as subject-specific learning outcomes. The PYP written curriculum is planned and used in a developmentally appropriate manner; it takes into account what students should learn and be able to do on the basis of what is best for their development in the long term, rather than simply on the basis of what works in the short term. Students' needs, interests, and competencies are considered throughout the planning of each Unit of Inquiry. Through careful planning, observation and assessment by teachers, the learning environment is structured to nurture and support the development of each student. Time is given to think, discuss, reflect, revise, and assimilate information gained through each unit. Our role as educators is to challenge and extend the students; to take them to places they might not have gone themselves, helping them to develop their skills and deepen their knowledge along the way.

Mission

The International Baccalaureate® (IB) is more than its educational programmes and certificates. At its heart it is motivated by a mission to create a better world through education.

IB values its hard earned reputation for quality, for high standards and for pedagogical leadership. IB achieves its goals by working with partners and by actively involving stakeholders, particularly teachers.

IB promotes intercultural understanding and respect, not as an alternative to a sense of cultural and national identity, but as an essential part of life in the 21st century.

The IB mission statement:

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

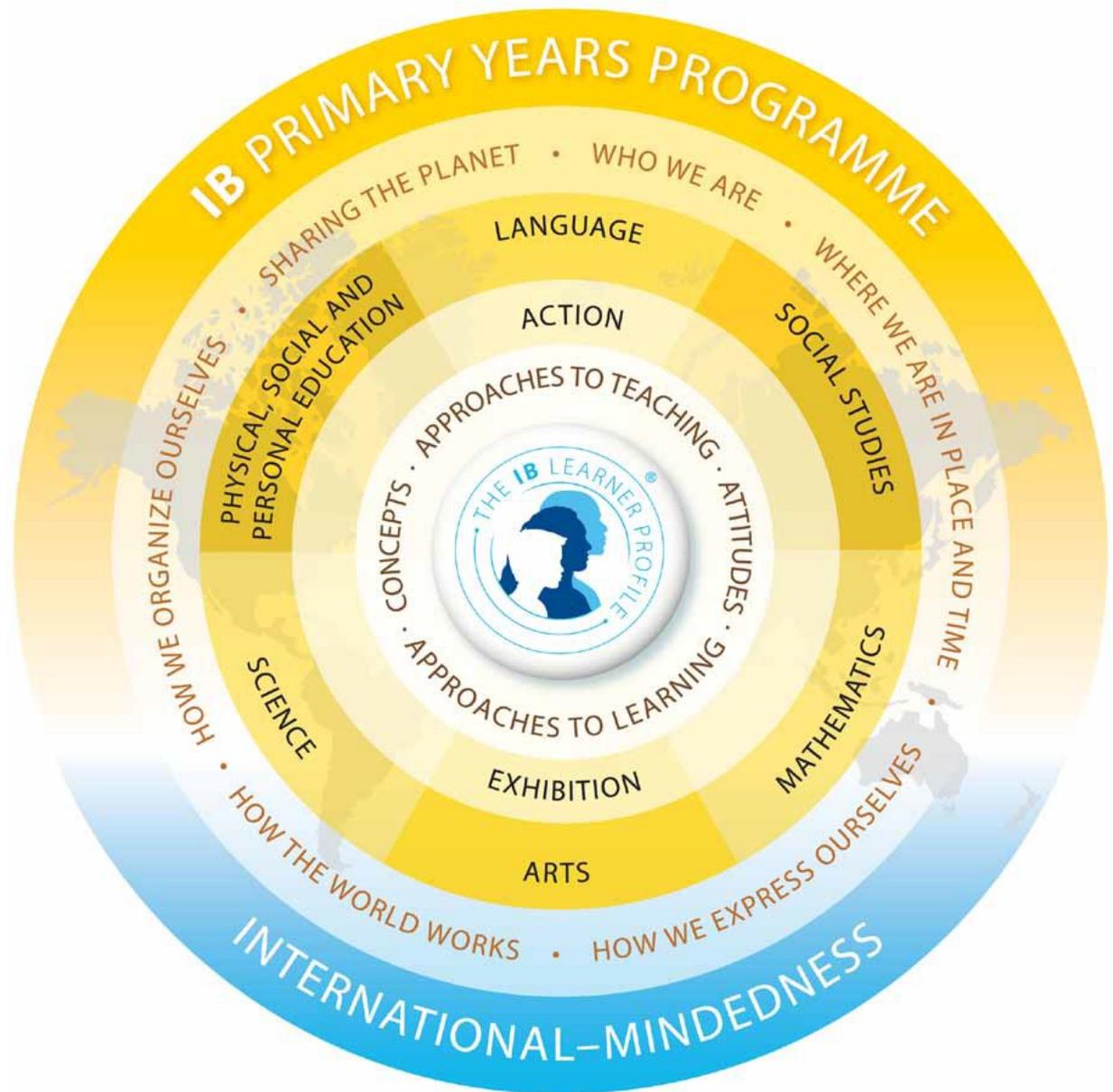
These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

©International Baccalaureate Organization

The International Baccalaureate Primary Years Programme

The Primary Years Programme (PYP), for students aged 3 to 12, focuses on the development of the whole student, in the classroom and also in the world outside. The PYP offers a comprehensive approach to teaching and learning, encompassing an international curriculum model that provides a teaching methodology, guidelines for what students should learn, and assessment strategies. It offers a framework that meets the students' needs: academic, social, physical, emotional and cultural.

The Programme Model
©International Baccalaureate Organization



The International Baccalaureate Philosophy

The International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. At the heart of the PYP is the Learner Profile. It consists of a set of attributes determined to be essential in creating positive, productive, and internationally minded citizens of the world. The attributes and descriptors of the Learner Profile define the type of learner we hope to develop through the Primary Years Programme. ©International Baccalaureate Organization

IB learners are:

Inquirers - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable - They explore concepts, ideas and issues which have global relevance and importance. In so doing, they acquire, and are able to make use of, a significant body of knowledge across a range of disciplines.

Thinkers - They exercise initiative in applying thinking skills critically and creatively to approach complex problems and make reasoned decisions.

Communicators - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk Takers - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Essential Elements of the PYP

The PYP framework includes five essential elements (knowledge, concepts, skills, attitudes, and action) needed by young students for success, both now and in the future. The PYP aims to create a curriculum that is engaging, relevant, challenging and significant for learners. Students acquire a holistic understanding of six main transdisciplinary themes (see Units of Inquiry) through the interrelatedness of these essential elements. The PYP identifies a body of knowledge for all students from all cultures, in six subject areas: Language, Mathematics, Science, Social Studies, Arts, and Personal, Social and Physical Education.

Units of Inquiry

At the heart of the PYP is a commitment to structured inquiry as a vehicle for learning. The Programme of Inquiry includes six transdisciplinary themes, which helps students and teachers explore knowledge in the broadest sense of the word:

Who we are	Where we are in place and time	How we express ourselves	How the world works	How we organize ourselves	Sharing the planet
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These transdisciplinary themes also provide consistency with other PYP schools around the world. The development of explicit attitudes and the expectation of socially responsible behavior are also essential elements of the programme. Students and teachers use key questions that are concept-based to structure the Units of Inquiry. Through the Units of Inquiry, students will have the opportunity to identify and reflect upon “big ideas” by making connections between the questions being asked and the concepts being explored. The students will become aware of the relevance these concepts have to all of their learning.

At Eastlawn, We ...

We ask questions through key concepts. In the IB-PYP, students ask questions using eight key concepts. Students learn more about the topic than simply its form (what it is) or its function (what it does) because we study the topic from eight different angles or perspectives. This helps us as learners to gain a fuller picture of our learning. The eight concepts and related key questions are:

Key Concepts

Form: What is it like?
Function: How does it work?
Causation: Why is it like it is?
Change: How is it changing?
Connection: How is it connected to other things?
Perspective: What are the points of view?
Responsibility: What is our responsibility?
Reflection: How do we know?

Related Concepts

(Features, categories, structure)
(Behavior, operations, system, role)
(Consequences, sequence, impact)
(Adaptation, cycles)
(Relationships, networks)
(Fact, opinion, bias, empathy)
(Rights, duty, citizenship, justice)
(Reason, thinking about our thinking)

We study central ideas. Each unit of inquiry we study has a central idea – an idea that we all will know and understand as a result of exploring each Unit of Inquiry.

A central idea must meet the following criteria:

- Is concept-based.
- Is written as a broad statement.
- Is clear and concise.
- Is worth knowing.
- Is true/valid.
- Is not value-laden.
- Is global.
- Can be studied at any age.
- Has a degree of complexity that promotes discovery and inquiry.
- Is relevant, challenging, engaging, and significant.

We develop positive attitudes. In addition to teaching important concepts/knowledge/skills, we believe it is important to foster in students positive attitudes towards people, the environment, and learning. At Eastlawn, we integrate and promote the following attitudes into our daily instruction:

Appreciation – Seeing and being thankful for the wonder and beauty of our world.

Commitment – Being responsible for learning, showing self-discipline, and perseverance. Sticking with a difficult task until it is completed.

Confidence – Knowing I can do it! Having courage to take risks, using what I have learned, and making good choices.

Cooperation – Working with others and being willing to lead or follow as needed.

Creativity – Using my imagination while thinking and doing things.

Curiosity – Being eager to learn and ask questions about our world and its people.

Empathy – Being able to put myself in someone else's place in order to understand her or him.

Enthusiasm – Being excited about learning and life.

Independence – Thinking and acting on my own.

Integrity – Being fair and honest.

Respect – Showing that I care for others, our world, and myself.

Tolerance – Understanding, appreciating, and celebrating differences in each other.

We learn transdisciplinary skills. Our students practice life-long learning skills that help them learn throughout the curriculum.

- **Thinking Skills:** Acquiring knowledge, comprehension, synthesis, evaluation, dialectical thought, and meta-cognition.
- **Communication Skills:** Listening, speaking, reading, writing, and non-verbal communication.
- **Self-Management Skills:** Gross and fine motor skills, spatial awareness, organization, time management, safety, health, codes of behavior, and making informed choices.
- **Research Skills:** Formulating questions, observing, planning, collecting data, recording data, organizing data, interpreting data, and presenting research findings.
- **Social Skills:** Accepting responsibility, respecting others, cooperating, resolving conflict, group decision-making, and adopting a variety of group roles.
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We take ACTION about what we are learning. At the end of each unit of study, students are encouraged to take action. These actions are an application of the knowledge and skills gained throughout the unit. Students may choose an action that shows what they have learned and act on it by completing an action plan/idea. Finally, students reflect on that action by thinking about and discussing the impact of their actions on others and the world.

We have an Assessment Policy. Our Assessment Policy is a constantly evolving document that reflects the assessment needs of the district and its individual schools. Collaborative reflection will continue to be a key component in the development of future assessment practices.

We believe the purpose of an assessment policy is to:

- provide information through its diagnostic, formative and summative components and involve students, parents, teachers and administrators.
- provide teachers with a common language of the assessment process within the Midland Public Schools.

Effective assessment components allow:

- students to be an active part of the learning process through reflection and the demonstration of understanding.
- teachers to collaboratively assess what the student can do and to what level of proficiency/expertise.
- measurement of the application of targeted knowledge rather than the mere recall of facts.
- measurement of growth over time through the use of a portfolio system.
- active reflection on the part of the student and teacher, including self and peer evaluation.
- individual needs to be met.
- students, teachers, parents, and administrators access to information for continuous improvement in curriculum, instruction, meaningful work, and assessment tasks.
- goal setting for students, teachers and administrators.
- reflection and assessment of growth of the Learner Profile attributes by both teachers and students.
- students and teachers to utilize and assess understanding of the five essential elements of the PYP (knowledge, skills, concepts, attitudes and action) when engaged in the Units of Inquiry.

For successful citizenship in the 21st Century, Eastlawn students must develop broad-based knowledge through conceptual understanding, diverse skills, personal attributes and perspective leading to action. Individually, each is an important element of our instructional program and collectively these elements are essential to the IB-PYP curriculum framework, providing students with both a richness and depth of learning. Our assessment beliefs are based upon the understanding that we have a responsibility to assess, evaluate, and provide consistent and continual feedback as students develop and apply these elements through learning experiences and in daily life.

Assessment is ongoing, authentic, varied and purposeful. It is a collaborative and informative process that involves students, teachers, parents and the greater learning community. Instructional and curricular decision-making is driven by our assessments.

Entire Assessment Policy available at <https://new.midlandps.org/pages/district/international-baccalaureate/ib-pyp-policies/>

We have a Language Policy. We strive to provide students with a quality academic program with all instruction in English, ensuring that students speak, read, listen, and write with fluency in English. English is the language of instruction and the social language of the school. We value language acquisition and recognize the needs for ongoing development in students' first language. The school uses an inclusion philosophy; students are included in regular classrooms where English is the language of instruction. When students need support in learning English, English Language Learner (ELL) services will be provided as a supplemental support service.

Entire Language Policy available at: <https://new.midlandps.org/pages/district/international-baccalaureate/ib-pyp-policies/> .

We offer Spanish. Spanish is offered as an additional language of study in grades kindergarten through grade five. Our goal is to promote an appreciation for other languages, to reinforce the understanding that people use languages other than English to communicate, and to encourage students to continue their study of languages, including Spanish.

We use Essential Agreements. Each teacher, along with their students, create Essential Agreements on acceptable classroom behavior according to what works for the class (dependent on age, developmental appropriateness, etc.). Essential Agreements may also be found in the school's common areas and are created with input from both students and teachers.

Additionally students, staff, and teachers use the IB-PYP Learner Profile attributes and Attitudes to address behavior issues. Teachers and staff talk with students about how these Learner Profile attributes and Attitudes can be used as problem solving tools. Students have many opportunities to discuss their actions and behaviors.

For further information regarding the IB Primary Years Programme, visit <http://www.ibo.org/> .



