

INTRODUCTION

Welcome to Eastwood Elementary School!

The Parent Information Guide serves to inform parents and students of the procedures and policies relevant to Eastwood. The intent is to provide information that will help establish a working relationship between school and home. We believe that by providing you with the following information, you become an integral part of the dedicated effort to make Eastwood an exemplary elementary school.

Mission Statement and Eight Common Principles and Practices

Together the Eastwood School community provides a safe environment that nurtures potential and fosters success!

1. Assessing student resources enhances teacher's ability to develop successful interventions to boost student achievement.
2. Building relationships of mutual respect with parents and students cultivates a student's external support system and academic success.
3. Using advance organizers helps students use new information by organizing information into a visual format.
4. Appropriate homework and practice is needed to develop proficiency of a skill or concept.
5. Co-teaching between special education teachers and general education teachers lowers student-teacher ratio which increase students learning at their individual level.
6. Combining linguistic and non-linguistic learning increases the likelihood that knowledge will be stored and retained.
7. Differentiation of instruction provides students multiple ways to access the curriculum.
8. Instruction that actively engages students in asking questions, summarizing, synthesizing text and identifying important ideas improves comprehension.

Educational Responsibilities

In order for the school to create an environment conducive to learning and to help ensure a quality education for each student, it is important that all concerned accept and meet their requirements:

Teacher Responsibilities:

Teachers will...

- Provide a well-rounded education to prepare students for the future;
- Promote an environment which affords opportunities for mastery of basic knowledge and skills to assist each student's progress to the next grade level;
- Work with students to become self-disciplined and responsible individuals;
- Help students develop a desire to become lifetime learners;
- Maintain needed contact with parents to keep them apprised of their children's progress.

Student Responsibilities:

Students will...

- Come to school prepared with proper assignments, books and supplies;
- Work to the best of their ability;
- Communicate with teachers any difficulty with class work;
- Will complete homework and/or class assignments and turn them in on time;
- Show respect for all individuals, including both peers and adults;
- Be thoughtful and kind in actions and words.

Parent Responsibilities:

Parents will...

- Show an interest in their children's work and progress with regular contact and communication with the school;
- Monitor their children's homework to assure completion;
- Contact their children's teachers if they have any questions regarding class-related issues (it is important that parents follow the procedure of first contacting and working with teachers and then, if not satisfied, contacting and working with the principal);
- Make sure their children are coming to school prepared and ready to learn;
- Insure their children's daily attendance.

**WORKING TOGETHER TO
INCREASE STUDENT ACHIEVEMENT**

SOME INFORMATION FOR GETTING STARTED

EASTWOOD SCHOOL OFFICE HOURS

7:30 A.M. - 4:00 P.M.

SCHOOL TELEPHONE NUMBERS

Office 262-5583

Fax 262-5585

Voice Mail 262-5773

EASTWOOD WEBSITE:

<http://elkhart.k12.in.us/eastwood/>

STUDENTS DAILY SCHEDULE

8:20 a.m. - Students enter building

8:35 a.m. - Tardy bell

3:35 p.m. - Dismissal bell rings (Mon, Tues, Thurs, Friday)

2:55 p.m. - Dismissal bell rings (Wednesday)

STUDENT DROP OFF AND PICK UP

Students are not to be dropped off before 8:20 AM, or picked up later than 3:50 PM (Mon, Tues, Thurs, Friday; 3:10 PM - Wednesday.) Due to new security at Eastwood, the outside doors are locked. Therefore, please adhere to the above times, as students will be outside and unsupervised. After two occurrences of students being dropped off before 8:20 AM or not picked up by 3:50 PM (3:10 Wed.), parents will need to meet with Mr. Beveridge to discuss other possible transportation/childcare arrangements.

TEXTBOOK RENTAL / SCHOOL SUPPLIES

Textbooks and other instructional materials are provided through the Textbook Rental Fund. Fees for the 2015- 2016 school year are as follows:

	Semester	Annual
Kindergarten	\$30	\$60
Grades 1 - 6	\$50	\$100

The first semester fee will be due soon after school starts. The due date will be announced in the Echo newsletter. The second semester fee is due on or before January 4, 2016. Checks should be made payable to **BOOK RENTAL FUND**. If you have any questions, please call the school office.

ELECTRONICS/PHONES:

Students at certain grade levels may be asked to furnish their own supply of paper, pencils, crayons, or notebooks. However, electronic equipment **should be left at home**. The school provides such equipment as needed and cannot be responsible for loss or theft of student's personal items. Cell phones may only be used before and after school. **Phones are to be turned off during school hours**. Students may have their phones taken away if they are on during school hours. Students may pick up their phone after school the first time it is taken away. Any subsequent incidents will result in parents needing to pick up the phones.



SCHOOL LUNCH/BREAKFAST PROGRAM



The school lunch program will begin serving satellite lunches on Thursday, August 6. Students may either take advantage of this excellent lunch program or carry sack/box lunches and buy milk at school. If a beverage is sent as part of a sack/box lunch, it must be in a thermos type container or a prepackaged disposable container. Carbonated soft drinks are **not acceptable** because they don't support ECS's "Healthy Schools" initiative.

Hot lunches come with one-half pint of milk. Money for extra milk should be sent with your child daily so he/she can purchase this milk in the lunchroom.

Orange drink is available for those children who may be allergic to dairy products and may be purchased **ONLY** if a doctor's statement is on file with the lunchroom. Alternative lunches are available to students who have a doctor's statements of allergies to the school lunch.

Beginning with the first day of school lunches, August 6, 2015, Eastwood will again use the computerized record keeping system as was used last year. This system creates a school lunch account for each child into which parents deposit sufficient money for a **week's** or **month's** worth of lunches. As children eat a lunch the cost is subtracted from their account. A regular report of the balance in each account is provided to parents as well as a warning letter if the child's balance is exhausted.

Prices for the 2015 - 2016 School Year

Reduced Breakfast	\$.30
Breakfast	\$1.45
Reduced priced lunches	\$.40
Student Lunches	\$2.35
Extra Milk	\$.65

LUNCH WITH STUDENTS

Parents, we welcome and encourage you to come and have lunch with your child. This not only gives you a chance to see what we are doing here at Eastwood, but also to spend time with your child. **However, due to limited space and supervision we are requesting that you limit the number of guests your child invites to eat with them to ONE.** This will provide more parents the opportunity to eat with their children in the limited space we have in the commons area. If you have any questions or concerns about this policy please contact the office.

SCHOOL LUNCH/TEXTBOOK RENTAL ASSISTANCE

Free or reduced price lunches and financial assistance for textbook rental fees are available for parents who qualify. Those who qualify for reduced lunches can also qualify for textbook assistance for the 2015 - 2016 school year. A letter describing the assistance and an application form are available in the school office upon request. **ONE FORM** only needs to be completed since those who qualify for free/reduced lunches also qualify for textbook assistance. You will be notified within a few days as to your child's eligibility for free/reduced price lunches. Until you receive notification, your child will need to pay for a hot lunch or carry a sack/box lunch.

STUDENT ACCIDENT INSURANCE

The school makes an accident insurance program available to all students. (Forms describing this program and an application are available in the office) The program is VOLUNTARY and offered through a reputable insurance carrier. Be sure and study this information carefully, especially the school day versus the 24 hr plan. If interested in either coverage, complete the “**mail-back**” form, enclose the proper payment in the envelope provided, and return to the carrier **BY SEPTEMBER 30**.

TRANSPORTATION SERVICES

Transportation will be provided beginning the first day of school for all eligible students. Questions concerning transportation services should be referred directly to the office of the Director of Transportation (Ph. 262-5695).



Students traveling by bus should always be at the stop to which they have been assigned.

1. In the event that a child needs to be at a different stop on the same route, for one day, the parent **must write a note to the bus driver**.
2. In the event there is a need for a child to take another bus, a note should be addressed to the assigned bus driver and be approved by the child's teacher and principal. A blue pass will be given to the student to give to the bus driver.

As a parent, please take a few minutes to sit down with your child and discuss the School Bus Conduct Safety Rules. All children have the right to a pleasant and safe ride to and from school. This can happen only if all students understand and follow the bus rules. Parental support almost always eliminates the need for suspension of school bus riding privileges. Your cooperation is most appreciated.

STUDENT - PARENT GUIDE

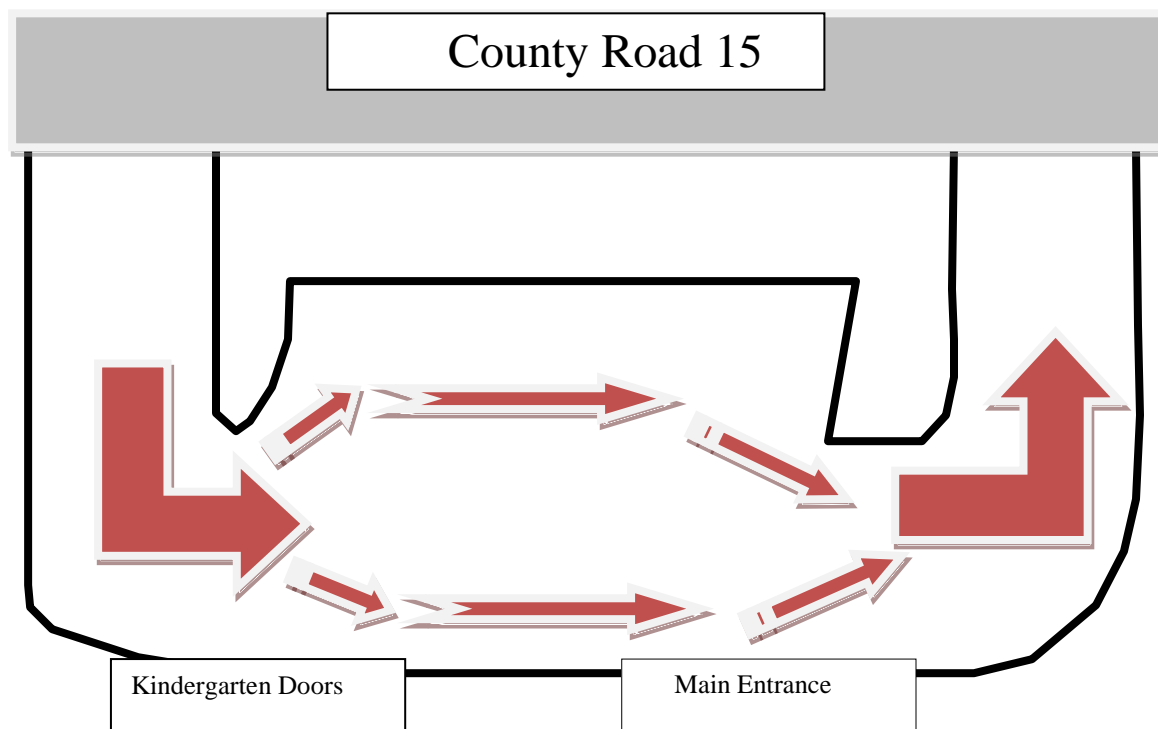
Included in your child's Back-to-School packet is a publication entitled “STUDENT - PARENT GUIDE,” which contains a brief message from the superintendent and other valuable information. You are encouraged to review this document and keep it on file for future reference. Please note the school year calendar on the upper right hand corner of page 1.



USE OF THE TELEPHONE

Children are NOT called from class to the telephone except in cases of emergencies. We will, however, relay messages to children, when necessary. **Please remember that the school phone is a business phone and neither parents nor students should expect to use it for personal reasons.**

Children will be granted permission to use the school phones only in cases of emergencies; forgetting homework, lunch money, or musical instruments are not considered emergencies. If your child is going home with another student after school, staying for a ball game, etc., please have those details worked out before coming to school. The school will not grant permission to use the phone for these purposes, as they are not considered emergencies.



Parking lot procedures:

Parking out front is from **8:45 AM to 3:00 PM**. No cars should be in the parking spots or on the drive from 8:15 to 8:45 AM and 3:00 PM to 3:50 PM as the parking will be used for traffic lanes.

Dismissal: Children being picked up after school are dismissed from the front entrance of the school (south end of the front driveway). Cars are to enter the driveway from County Road 15 at the north entrance. The first cars should come in and pull all the way to the curve past the main entrance. No buses will be parking out front. Once the car line has reached the visitors parking area, two lines should form to allow more cars into the parking lot. Students will only be dismissed to the first several cars in line. When students are dismissed, **cars are not to pass each other**. Simply wait until the car in front of you pulls forward and then you may proceed. By following this procedure, we will ensure the safety of students who are walking out to their cars in the second row. All drivers are asked to cooperate with the adults supervising out front.

Arrival: In the morning, one line will form and drop students off at the main entrance. **Students should NOT be dropped off or picked up at the Kindergarten doors.**

SOME MORE HELPFUL INFORMATION

PARENTS/GUARDIANS RIGHTS /DISABILITY ELIGIBILITY

Parents suspecting that their child may have a disability which would qualify him/her for special education services under the Individual Education Act (IDEA) or Indiana's Article Seven should contact the building principal regarding their concern. If special education is to be considered, parents must provide written consent for individual evaluation. Decisions regarding identification of a student as a child with a disability and eligibility for special services are made by a case conference committee, which includes the parents.

A student who does not qualify as a student with a disability under IDEA/Article Seven may be eligible for services under Section 504 of the Rehabilitation Act of 1973 if he/she has a disability which substantially limits one or more major life activities. The Corporation may request parents convene to conduct an evaluation of a student's eligibility to receive services under Section 504. Parents suspecting that their child may have a disability which would qualify him/her for services under Section 504 should contact the building principal or coordinator of Section 504 services regarding their concerns. With consent of a parent, the Corporation will conduct an individual evaluation of a student and convene a case conference for the purpose of determining a student's eligibility for services under Section 504. Decisions regarding identification of a student as a child with a disability under Section 504 and thus eligible for services under Section 504 are made by a case conference committee, which includes parents. Elkhart Community Schools does not discriminate in admission or access to its programs and activities on basis of disability.

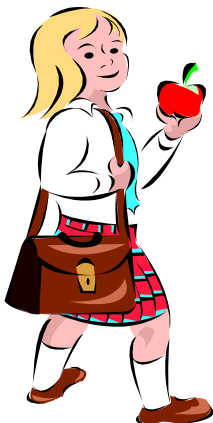
ATTENDANCE

Regular school attendance is essential for successful achievement in school. Only personal illness, serious illness of an immediate family member, a death in the family, or a medical or dental appointment are considered reasons for excused absences. **When returning from a doctor's appointment, please bring a note from the doctor's office stating the day and time you were there. These notes need to be turned in within 48 hours of the appointment.**

Young children need to learn quickly that school is important and that they cannot stay at home on a rainy or snowy day just because of the weather. Good attitudes toward school are developed beginning in kindergarten. Let's all work together to make sure that Eastwood students are always in school unless they are personally ill and/or physically unable to attend.

Perfect Attendance

Students who are present for all 180 days of instruction and have no tardies or partial day absences will receive a perfect attendance award at the end of the school year



Absences

When a child is absent or tardy from school, parents are expected to call the VOICE MAIL message center at **262-5773 by 3:30 pm or the office at 262-5583** and report the absence. (A written explanation of the reason for the student's absence could accompany the student upon his/her return to school.) Student attendance records have now been computerized. At any given time a printout can be made showing your child's attendance record including days absent and days when a parent failed to contact the school office to explain the absence. Failure to report the reason for a child's absence **within 48 hours** results in an unexcused absence being recorded for the student. We receive many calls from agencies and attendance officers to check on attendance. Therefore, it is important that our records be as accurate as possible.

ELKHART COUNTY ATTENDANCE POLICY

“Absence of concern” will include all trancies, non-verified absences, unexcused absences, and absences that are a concern to the school principal/ designee. Students who accumulate absences of concern in a twelve month period in any Elkhart County School will proceed through the following levels and may also be subjected to disciplinary consequences.

LEVEL 1 FORMAL NOTIFICATION TO PARENTS

If any student accumulates four (4) absences of concern, the parents/ guardians will be formally notified by letter. Upon receipt of this letter, it becomes the responsibility of the parents/ guardians to contact the school to discuss the attendance of his or her student.

LEVEL 2 LEGAL NOTICE

If subsequent to the completion of Level 1 notification, the student accumulates seven (7) absences of concern, a legal notice will be sent by registered mail to the parents/ guardians and copied to Juvenile Probation or Department of Child Services (DCS).

LEVEL 3 CONTINUING ABSENCES OF CONCERN

If subsequent to completion of the Level 2 notification, the student accumulates continuing absences of concern, the hearing officer will meet with the parents/ guardians and student. The hearing officer will complete a written summary with recommendations to the school, parents/ guardians and student. Continued absences of concern will result in referral to Department of Child Services (DCS), Juvenile Probation, or the Prosecuting Attorney’s Office. Failure to attend the hearing will result in advancement to Level 4.

LEVEL 4 MANDATORY INTERVENTIONS/ REFERRAL TO DEPARTMENT OF CHILD SERVICES/ PROBATION/ OR PROSECUTING ATTORNEY

If subsequent to the completion of the Level 3 hearing, the student continues to accumulate absences of concern, the school will file a violation of legal notice with Juvenile Probation, the Department of Child Services, or the Prosecuting Attorney’s Office. Parents will be required to attend a meeting with a school administrator who will assign mandatory interventions. The parents/ guardians and school representative will receive written notification of interventions at that time. Failure to comply with interventions or to improve school attendance will result in a direct referral to the Department of Child Services, Juvenile Probation, or the Prosecutor’s Office.

LEVEL 5 COURT

If subsequent to the completion of the level 4 meeting, the student continues to accumulate absences of concern, the school will notify the Department of Child Services, Juvenile Probation, or the Prosecutor’s Office. The Prosecutor has the option of charging the parents/guardians with educational neglect or the student with truancy.

TARDIES

The first morning bell rings at 8:20 a.m. Even though students are not counted late until the 8:35 bell rings, students need time before then to unpack their backpacks, hang up coats, etc. It is very disruptive to teachers and other students when classmates arrive after 8:35. The Elkhart Community School's computerized attendance program does not distinguish reasons for students being out of school and/or late to school. The system counts any time out of class as tardies (such as picking up students early for appointments) regardless of whether excused or unexcused. Tardiness to school is handled in the school office. Students arriving other than at regular arrival or dismissal times must check in at the office before going to class. Please help us to teach children the importance of being on time. If students accumulate unexcused tardies, they may be required to make up the time in after-school detention or in some other manner. (Tardies will affect perfect attendance.)

PREARRANGED ABSENCES

Parents taking children out of school for extended periods of time and/or non-scheduled school vacation time must submit a waiver for student attendance (available in the school office) to the principal two weeks prior to the absence. Parents are also asked to inform the classroom teacher of the planned absence. Teachers are not required to supply homework during the absence. Students are required to make up any missed work and all work must be completed and turned in to the teacher following the absence,

Included in your child's Back-to-School packet is a copy of Elkhart Community School's Administrative Regulation JE-(4), *Attendance Policies and Practices*. You are encouraged to refer to this regulation so there are no "surprises" if your child develops a pattern of frequent absences from school.



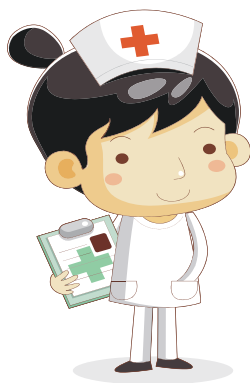
SPECIAL BICYCLE RIDER'S NOTICE

Parents are asked to sign a special permission slip granting the child permission to ride a bicycle to and from school. These forms will be kept in the office. Students must follow the safety guidelines outlined on the permission slip and should not plan to arrive at school before 8:20 AM.

PICKING STUDENTS UP EARLY

Parents who must pick their child up at any time during school hours are required to report to the office and sign him/her out. This is done as a safety precaution for both the parent and the school. Also, please send a note to school in the morning giving a reason why you wish to have your child excused early.

Children are never to leave the school premises alone or with an adult other than a parent/guardian unless contact has been made by the parent/guardian with the school personnel.



HEALTH SERVICE

A full-time school nurse is assigned to Eastwood School. She will process health records, conduct Health Appraisals for 1st, 3rd, and 5th grade, screen for various health conditions, and refer as needed. The nurse also provides daily nursing care for student illnesses and injuries. If your child has any special medical conditions or problems, please contact the nurse and also complete a "Special Medical Condition" form, which is kept on file in the nurse's office.

The nurse will dispense and monitor both prescription and over the counter meds upon written request from the parent/guardian. A "Medication Permission" form is available from the nurse. All medication **MUST** be in the original container (no loose pills in baggies). No medication is provided by the school. Inhalers must also be signed for and will be kept available to the student in the nurse's office. The nurse documents all medication use.

Your child should be kept home from school, or will be sent home for the following: vomiting, diarrhea, fever of 100 or more, does not feel well enough to participate in usual activities, uncontrolled coughing or unable to stay awake.

Students will also be excluded for school for the following infectious diseases and may return after seeing a doctor and being treated for 24 hours. The Communicable Diseases are: Chicken Pox, Pink Eye, Strep Throat, Impetigo, Ringworm, and Scabies. This list could be expanded.

If head lice are discovered on a child, the parent will be contacted to pick him/her up. The student must be checked by the nurse and be found free of lice and nits before being allowed to return. The nurse can provide the parent with information on dealing with this and all is done confidentially.

STAYING IN AT RECESS

Students need fresh air, sunshine, and exercise in order to stay both mentally and physically fit. Therefore, all students are expected to go outside for recess when the weather is clement. When the temperature is 10 degrees (including wind chill) Fahrenheit or below, students will have inside recess. Parents are asked to please make sure their children are dressed accordingly for weather conditions. However, if your child is returning from an illness and you feel that being outdoors would seriously affect his/her health, you may send a note to the teacher asking that the child be kept indoors. Requests to keep a child indoors at recess for an **extended** period of time must be accompanied by a physician's statement.



STUDENT CONDUCT AND SCHOOL SAFETY

Student conduct and behavior is based on the requirements that all students must understand and maintain a reasonable code of acceptable behavior and conform to school rules and regulations. Students are expected to comply with all orders pertaining to school routine for the safety of all students and adults and to enhance the learning environment. Students should always conduct themselves in a way that will reflect positively on themselves and their school. They should be well mannered and respect the rights of teachers and other school personnel and their classmates. To help develop good character, students must use clean speech and practice honesty and good sportsmanship.

All students have been given copies of two documents which spell out the citizenship and safety rules they are expected to follow. Those documents are:

GUIDELINES FOR GOOD SCHOOL ORDER RULES FOR STUDENT BEHAVIOR (Elementary Students)

Parents and their children are expected to become familiar with the rules and regulations contained in these two sets of rules.

Each teacher, also, establishes a set of procedures and rules for behavior in his/her classroom. These rules will be posted in the room, along with rewards and consequences, as reminders to students of what is expected of them.

STUDENT DRESS

Eastwood has established a dress code that allows students comfort and is conducive to study, work, and play. Dress of students should not be disruptive to the educational process or constitute a health or safety hazard. Students should not wear articles of clothing which have objectionable sayings or pictures on them. Students are also not permitted to wear short shorts, gym clothes (in the classroom), midriff tops, halter tops, half skirts, and any form of tight fitting body wear as the only outer garment. Clothing should be clean, neat, and in good repair. Clothing should fit the student and should not be oversized (baggy), too small, nor too tight. Shoes which enable students to run, play, and climb on outside equipment are suggested and encouraged. **All students, especially students in primary grades, are discouraged from wearing shoes with high heels, flip flops or sandals.** Tennis shoes are the best choice as the playground now has wood mulch as a surface. Parents are asked to cooperate with the school by helping children adhere to the dress code guidelines. When students dress inappropriately, they will be given a warning letter and/or asked to call home for appropriate attire to change into.

GYM CLASS SAFETY

Children participating in physical education classes in the gymnasium **must** wear tennis shoes. P.E. activities require running and vigorous physical activity, and tennis shoes are necessary as a safety measure. A clean pair of tennis shoes, **marked with the child's name**, may be kept at school for P.E. classes.



EMERGENCY SCHOOL CLOSINGS/STORM WARNINGS

If the schools in Elkhart Community Schools are closed due to weather related or other emergency conditions, that information will be broadcast over all major local radio and TV stations.

The school system has several procedures for advising each school of existing storm conditions. Each building then has its own plan for protecting youngsters under emergency conditions.

These emergency preparedness procedures are practiced throughout the year in simulated drills so children and teachers can react calmly, orderly, and quickly, if called upon to do so.

Parents can help by:

- 1) Not tying up the phone lines during watch or warning alerts.
- 2) Coming to the building in person if you wish your child(ren) released to go home; the school will NOT let them leave with a friend or neighbor without evidence of parental permission.
- 3) Taking the responsibility to decide whether your child(ren) should leave home in the morning when there is danger of a storm.

Occasionally, for emergency or safety reasons, schools are closed and children dismissed before the normal dismissal time of 3:35 PM` (2:55 PM Wed.). Parents should discuss with their child(ren) what to do and where to go in case there is an early dismissal and parents are not home when the child arrives.

On the days school is closed for weather, emergency, or safety reasons, all extracurricular activities are canceled for that particular day.

LOST AND FOUND

Children should be encouraged to bring a minimum of personal belongings to school. What is brought should be well marked with the child's name. Articles that have been lost (and found by someone else) will be placed in a lost and found table outside the cafeteria. Children should check this table frequently if they have lost items of clothing or other personal belongings. Unclaimed items of clothing will be given to a needy organization periodically during of the school year.



FIELD TRIPS

Field trips which coincide with the curriculum being taught play a valuable role in enriching classroom instruction and reinforcing educational goals. Parents will be notified in writing of all field trips in advance of the scheduled trip. While transportation is provided by the school corporation for local trips, an occasional out-of-town trip using commercial buses may be subsidized by PTA funds along with requests for student funds. A small fee may also be required for admission to an event or for a special purchase.

By signing a PARENTAL PERMISSION SLIP, you give your child permission to accompany his/her class on a specific field trip. You will be notified in advance of any trip the class is taking and will be required to sign a permission slip for each individual trip.

HOMEWORK

Homework is a necessary part of instruction. With the vast amount of material students are expected to master, homework is an integral part of the learning process. It is meant to augment the classroom instruction.

Homework will be more effective if parents are aware of ways in which help at home can be offered. In general, parents should provide quiet time and place where the child can work. Offer encouragement and provide help as necessary, but do not complete the assignment for the child. It is the child, NOT the parent, needing the practice of learning experience involved.



Homework assignments may fall under one or more of the following categories:

- 1) Additional assignments designed to help children work up to their abilities;
- 2) Make-up work as a result of an absence due to illness or vacation;
- 3) Work planned to help children overcome particular difficulties;
- 4) Assignments made for the purpose of encouraging pupils to pursue an individual interest or to develop a specific skill or ability.

INTERNET USE AGREEMENT

In accordance with the Elkhart School Corporation policy and regulation regarding student access to the Internet, all students are subject to terms of School Board Policy and Regulation IGBC regarding Internet usage. Before student access to the Internet is permitted, parents and students are asked to read the entire document, sign the agreement form, and return the form to school. (The Approved Internet Access Agreement is enclosed in the school packets.)

PUPIL PROGRESS REPORTS

Pupil progress reports are issued each nine weeks during the school year. Parent teacher conferences will be held in October and February. Areas of strengths and weaknesses will be discussed and plans made between parent and teacher for helping the student improve in any weak areas. Teachers may hold additional conferences with parents during the school year as they are needed. Parents are also encouraged to request a conference when they feel a need for one.

Such conferences can be beneficial in developing an understanding of the school program and in interpreting your child's academic and social adjustment. Conferences are most helpful if they are scheduled before serious problems develop.

Please arrange in advance for an appointment by calling the school office or sending a written note to your child's teacher.

VISITING SCHOOL

We encourage parents/guardians to visit school. This not only gives you an opportunity to observe the work that is being done but also gives you an insight into your child's relationship with others. Because each teacher's schedule is different, we encourage you to contact your child's teacher and schedule your visit when it will be most meaningful for you and your child. Such visits must also be approved via the school principal.

For purposes of safety and accountability, we require

ALL PARENTS AND VISITORS REPORT TO THE SCHOOL OFFICE UPON ENTERING AND LEAVING THE BUILDING

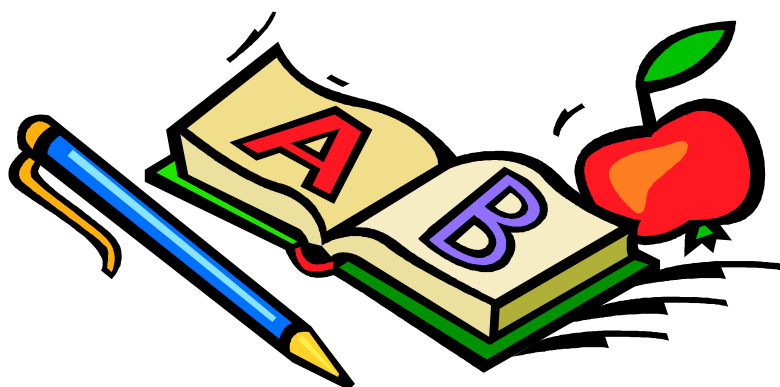
Anyone not employed by Eastwood is a guest, including parents, and as such is not allowed to be on any of the school's premises (including classrooms, playground, gym, lunchroom, library, or other school areas) without first reporting to the school office and being given permission to visit the school. This regulation is imposed for the safety of all students.

Parents are asked not to interrupt classroom instruction to speak with a teacher during the day. If you wish to speak with a teacher, please make an appointment to meet with the teacher after school.

HOME-SCHOOL COOPERATION

It is our purpose to provide a sound educational program for every child. Some problems are sure to arise and honest mistakes may occur either at school or at home. Our children will certainly benefit when those problems and mistakes are corrected through the cooperative efforts of parents and school people.

When you have a question, or a problem arises, please bring it to our attention. It is all too easy for rumors to become "facts" and for half truths to become "gospel." We consider it a reciprocal privilege and obligation for the school and parents to share accurate information and appreciate the opportunity to do so.



EASTWOOD ATHLETIC POLICY

The Elkhart Community School Corporation requires a weekly grade check for all elementary athletes during each season. To participate in athletic events, students must have passing grades in all major content areas. Students not having passing grades will not be allowed to participate in athletic events for the following week. Students will need to have passing grades on a future grade check before they can continue participation.

COACHES CODE OF ETHICS AND CONDUCT

The function of every coach is to contribute to the education of students through participation in interscholastic sport competition. The interscholastic program is designed to enhance academic achievement and support individual student opportunities for academic success. The student athletes' welfare should be uppermost at all times. In recognition of this, the Board of School Trustees of the Elkhart Community Schools has adopted the following guidelines for coaches.

1. The coaches must be aware that they have a tremendous influence in the education of the student athlete and thus shall not place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coaches shall consistently uphold the honor and dignity of the profession. In all personal contact the coach must set an example of high ethical and moral conduct.
3. The coaches shall take an active role in the prevention of illegal drug, alcohol and tobacco use by students.
4. The coaches shall direct their athletic programs in harmony with the total school educational program.
5. The coaches shall know and adhere to contest rules and be responsible for their interpretation to team members.
6. The coaches shall promote sportsmanship with athletes, students, parents, and spectators.
7. Before and after contests, opposing coaches will meet and exchange friendly greetings.
8. The coaches shall not exert pressure on faculty members to give student athletes special consideration.
9. Athletes shall be treated with dignity. Coaches shall not use profanity, touch athletes in a negative manner, or make demeaning criticisms to athletes.

Adopted by Board of School Trustees on October 23, 2001

PARENT - TEACHER ASSOCIATION

All parents are encouraged to become active members of Eastwood School Parent -Teacher Association, an affiliate of the State and National PTA. The purpose of the PTA is to promote the welfare of children and youth in the home, school, church, and community. The Eastwood PTA carries out its purpose by providing many volunteer services for the school and by being a “bridge-builder” between the many people that make up a school - parents - students - teachers - volunteers - the community.

Various communications will come to you from the PTA advising you of the many different ways to be active in the association and announcing the many special programs that are being scheduled.

The Eastwood PTA officers for 2015-2016 are:

President	- - -	Julie Wollschlager
Vice President	- - -	Julie Cook
Secretary	- - -	Amy Huff
Treasurer	- - -	Johnathan Gutierrez

The officers and all appointed chairpersons meet in Executive Session at the school at 7:00 p.m. on the first Monday of each month that school is in session. All executive board meetings are open to any parent/guardian of an Eastwood School Student.

The PTA email address is eastwoodelementary2014@gmail.com. The PTA also has a Facebook page.

EASTWOOD SCHOOL VOICEMAIL SYSTEM

VOICE MAIL (262-5773)

<u>NAME</u>	<u>Voice Mail EXT #</u>	<u>E-Mail</u>
<u>Office</u>		
To Report Absences:	262-5773, press 1	
Mr. Beveridge	7131	kbeveridge@elkhart.k12.in.us
Ms. Kimmerly	7134	skimmerly@elkhart.k12.in.us
Mrs. Black	7132	dblack@elkhart.k12.in.us
Mrs. Rosenberry	7130	brosenberry@elkhart.k12.in.us
Ms. Laura Miller	7133	lemiller@elkhart.k12.in.us
Mrs. Havens	7181	jhavens@elkhart.k12.in.us
Mrs. Herr	7152	sherr@elkhart.k12.in.us
Mrs. Van Eck	7135	svaneck@elkhart.k12.in.us
Mrs. Johnston (Library)	7147	kjohnston@elkhart.k12.in.us
Mrs. Castleman (Cafeteria)	7138	scastleman@elkhart.k12.in.us
Marva Taylor (Custodian)	7177	mtaylor@elkhart.k12.in.us
<u>Teachers</u>		
K- Ms. Schuler	7176	mschuler@elkhart.k12.in.us
Mrs. Haas	7158	khaas@elkhart.k12.in.us
Mrs. Doyle	7139	kdoyle@elkhart.k12.in.us
1- Mrs. Genovese	7144	mgenovese@elkhart.k12.in.us
Mrs. Culp	7142	vculp@elkhart.k12.in.us
Mrs. Hill	7143	rhill@elkhart.k12.in.us
2- Ms. Frost	7164	dfrost@elkhart.k12.in.us
Mrs. Rief	7166	crief@elkhart.k12.in.us
Mrs. Ordonez	7155	eordonez@elkhart.k12.in.us
Ms. Jordan	7145	ajordan@elkhart.k12.in.us
3- Mrs. Demeter	7168	ddemeter@elkhart.k12.in.us
Mrs. Etchason	7169	bjetchason@elkhart.k12.in.us
Mrs. Welles	7170	awelles@elkhart.k12.in.us
4- Ms. Nusbaum	7146	cnusbaum@elkhart.k12.in.us
Mr. King	7149	tking@elkhart.k12.in.us
Mrs. Holderman	7150	mholderman@elkhart.k12.in.us
5- Mrs. Krempec	7162	jkrempec@elkhart.k12.in.us
Mrs. Gutierrez	7161	mgutierrez@elkhart.k12.in.us
Mrs. Gernand	7153	ngernand@elkhart.k12.in.us
6- Mr. Miller	7173	trmiller@elkhart.k12.in.us
Ms. Kielce	7171	kkielce@elkhart.k12.in.us
Mrs. Harris	7172	nharris@elkhart.k12.in.us
ENL- Ms. Allison	7167	nallison@elkhart.k12.in.us
Art- Mr. Berger (M,W, R)	7184	eberger@elkhart.k12.in.us
Mrs. Smith (T)	7184	jsmith@elkhart.k12.in.us
Music- Mrs. Stauffer	7175	sstauffer@elkhart.k12.in.us
PE- Ms. Johnston	7157	jjohnston@elkhart.k12.in.us
<u>Special Needs-</u>		
Ms. Wolf (SN)	7165	mwolf@elkhart.k12.in.us
Mrs. Herrick (LD)	7160	cherrick@elkhart.k12.in.us
Mrs. Buczkowski (LD)	7140	ebuczkowski@elkhart.k12.in.us
Mrs. Liechty (ED)	7151	lliechty@elkhart.k12.in.us
Speech – Mrs. Marshall	7178	cmarshall@elkhart.k12.in.us
Ms. Minix	7178	aminix@elkhart.k12.in.us

EASTWOOD SCHOOL STAFF DIRECTORY

Principal	Mr. Kevin Beveridge
Academic Dean	Ms. Stephanie Kimmerly
Secretaries	Mrs. Debbie Black Mrs. Barb Rosenberry
Kindergarten	Mrs. Karla Doyle Mrs. Kim Haas Ms. Megan Schuler
Grade 1	Mrs. Mary Genovese Mrs. Robyn Hill Mrs. Victoria Culp
Grade 2	Ms. Deb Frost Ms. Amy Jordan Mrs. Elizabeth Ordonez Ms. Cambria Rief
Grade 3	Mrs. Denise Demeter Mrs. Billie Jo Etchason Mrs. Andrea Welles
Grade 4	Mrs. Michelle Holderman Mr. Todd King Ms. Carol Nusbaum
Grade 5	Mrs. Nicole Gernand Mrs. Megan Gutierrez Mrs. Jamie Krempec
Grade 6	Mr. Ted Miller Ms. Kelly Kielce Mrs. Nikki Harris
Special Needs	Mrs. Erin Buczkowski (LD) Mrs. Christina Herrick (LD) Mrs. Linda Liechty (ED) Ms. Marlena Wolf (SN)
Speech/Hearing	Mrs. Christy Marshall / Ms. Ashley Turner
Physical Education	Ms. Judith Johnston (T, W, R, F)
Music	Mrs. Sharon Stauffer
Art	Mr. Eric Berger (M,W,R) Mrs. Jody Smith (T)
ENL	Ms. Nicole Allison
Psychologist	Mrs. Pat Reinhard

Behavior Specialist	Mrs. Susan Herr
Occupational Therapist	Mrs. Ann Herschberger
Nurse	Ms. Laura Miller
Librarian	Mrs. Karen Johnston/Mrs. April Sherwood
Keyboarding	Mrs. Patricia Grace
Social Worker	Mrs. Jantha Havens
Cafeteria	Mrs. Sarah Castleman Mrs. Carol Logan Mrs. Sandra Davidson Mrs. Vickie Ellis Miss Sarah Sanders Mrs. Marlene Reed
Custodians	Mrs. Marva Taylor Mr. Bryan Coryn
Instructional Assistants	Mrs. Dana Clark Mrs. Karen Mathias Mrs. Barb Vargo
Special Needs Professionals	Mrs. Ruth Iannarelli (LD) Mrs. Casey Lott (SN) Mrs. Kathy Swinehart (ED) Mrs. Dawn Winters (LD) Ms. Coriene Woods (ED) Mrs. Barb Yike (SN)