

White Eagle Elementary School Parent/Student Information

Phone: 630-375-3600

Attendance Line: 630-375-3636

Fax: 630-375-3601

School Hours: 9:05-3:35

Office Hours: 7:45-4:15

Professional Development Wednesdays: 9:15-3:35 (student arrival at 9:05)

Students are not to arrive on school grounds before 8:50. There is no supervision, early arrivals will be sent home and parents will be notified. Students will enter the building upon arrival. Should you need to drop your child off at 8:50 on Wednesday, please contact jon_vogel@ipsd.org with specific details so we can plan accordingly.

Visitors

All visitors, including parents, district staff, and volunteers, are required by State Law to report to the office upon entering the building. **Everyone must sign in/out, state the purpose of their visit, and obtain an identification badge.** All doors are locked during school hours. Entry is permitted via the front entrance only and visitors must ring buzzer located to the left of the doors.

All persons are required to make prior arrangement before visiting a teacher and/or classroom. Classroom instruction may not be interrupted for individual parent concerns.

Dropping off items during the day

Items dropped off for students must be clearly labeled. Lunches will be brought down to lunchroom. All other items, (i.e. homework, messages, etc.) should be placed in the bins in the foyer to be picked up by students during the day.

Parent of the Week

Parent of the Week is a program at White Eagle School which encourages each parent to visit their child's classroom for 1 hour. The parents will receive an invitation designating the assigned week for their visit. When visiting, you must sign in at the office and obtain your "Parent of the Week" identification badge. **Please do not bring in cell phones.**

Emergency Information

Please update your Emergency Card information throughout the year when there are changes such as phone numbers, emergency contact persons, employment status, etc. This is very important for the welfare and care of your child.

Pupil absences, Illnesses, and Accidents

Instructional time directly and positively affects student achievement. Maximum success can best be attained through prompt regular attendance. However, children must not attend school when ill. Children may not come to school with an undiagnosed rash and must be fever free for 24 hours prior to returning to school.

Important: If your child is absent, **you must call the school office by 9:30 a.m. at 630-375-3636.** If you do not report the absence, we are required by State Law to attempt to contact you.

Early Dismissal/ Late Arrival

A request to have a child dismissed early should be sent with the child on the morning of the dismissal. In order to have your child released early, parents must come to the school office and sign the child out. We will call for the child to come to the office, upon your arrival. A child will be released only to their parents unless other advanced arrangements have been agreed upon. Late arrivals must report to the office before going to class.

Pupil Accidents and Illness at School

In case a student becomes ill (fever in excess of 100 degrees, vomiting, or other severe symptoms) or has an accident at school, the following procedures will be followed:

- provide immediate first aide
- contact parent
- contact school nurse, if severe
- contact emergency references, if parents are not available
- contact family doctor, if both parents and emergency contacts are unavailable
- If the parents, emergency contacts, and the family doctor are all unavailable, the local hospital or 911 is called.

School District 204 does not assume any financial obligations for accidents/ illnesses, and resulting treatment.

Student Vacations

Lesson plans are prepared one week in advance. Work missed will have to be made up when the child returns. The learning associated with formal schooling occurs in the classroom and cannot be duplicated with independent work assignments. The office must be notified prior to planned absences.

Discipline

Goal: Create a school environment where students develop self discipline and personal responsibility.

A positive atmosphere conducive to effective learning is created through trust, respect, fairness, and cooperation. These are essential elements for a self disciplined individual. If teachers, students, administrators, and parents model these traits in their behavior, the school establishes a climate which fosters and encourages constructive student growth and development.

Students may not possess cigarettes, alcoholic beverages, weapons or look-a-likes, matches/lighters, electronic games, radios, or other items which may disrupt the learning environment. Students are expected to respect the rights and property of others. Consequences for inappropriate behavior may include a warning, parent conference, suspension, and/or expulsion from school. In accordance with Illinois Senate Bill 730, teachers are assured they may remove a student from the classroom for disruptive behavior. Due process is provided to all students. Harassing statements, threats of violence, and violent acts will be considered authentic and legal consequences applied.

When a discipline problem occurs, please contact the teacher involved. The Student Services Coordinator or Principal is available as additional resources, if needed.

Lunch

Grades K-5 have a 35 minute lunch/ recess period. Sack lunches are needed unless the child participates in the hot lunch program. Milk is available and must be paid for by the year and is not included in the cost of the hot lunch.

Lunchroom rules include: walk; remain seated unless you have permission to leave; talk at a conversational level; raise your hand for assistance; never throw anything; clear the tables and floor area; discard all garbage and recyclables as directed.

Recess occurs before lunch. Equipment for recess is provided by White Eagle School. **Students are not permitted to bring their own equipment from home.**

Homework

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The "Ten Minute Rule" should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the "Ten Minute Rule."
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and during vacation periods.
- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

Recess

All students are expected to go outside for their recess period unless otherwise dictated by weather conditions (rain, severe storms, below 5 degrees). Please see that your child is dressed appropriately for changing weather conditions.

Bus

A list of routes is available in the school office. Questions concerning bus routes should be directed to the transportation supervisor at 630-904-0900.

General Traffic Rules

Students will cross at marked intersections only.

Students may never cross through the circle drive or through the parking lot.

Students are never allowed to cut through private yards or the golf course.

From 3:15 until the departure of the last bus, only buses and day care vans are allowed in the circle drive and staff parking lot.

Do not turn left into the circle drive during arrival and dismissal times.

No passing in the circle drive.

No parking along any yellow curb or signed area.

A.M. Arrival

Buses and private vehicles are permitted to drop off students in the circle drive. Please pull as far forward in the circle drive prior to unloading passengers.

Private vehicles may drop students off on the west side of White Eagle Drive on school property through and including the golf maintenance building.

At 8:50 students will enter the building and go to their classroom.

P.M. Dismissal

All bikers and walkers will exit the rear doors of the school.

Bus and Daycare Van riders will line up in designated areas and be led to their bus by a supervisor.

Students may enter private vehicles on the west side of White Eagle Drive or on Monarch Circle. Students may enter private vehicles in the circle drive only after all buses have cleared the drive. Students must respect the property of our home and golf course neighbors and use only the sidewalks.

Student Birthdays

Each classroom honors the child in a manner appropriate for their grade level on this special day. Birthday party invitations are not to be handed out at school, and birthday gifts, treats and balloons are prohibited. Each child will also be called down to receive a *Birthday Pencil* from the Principal.

Food Treats

Due to the number, variety, and severity of food allergies, no food treats are permitted except for classroom and PTA events **pre-approved** by the Principal and School Nurse.

Book Fines

Excessive wear, damage, or the loss of school materials is the responsibility of the individual. A final report card will not be issued until all fines and/or fees have been paid.