

White Eagle Elementary School

Parent/Student Handbook Information

“The Strength of the Pack is the Wolf, and the Strength of the Wolf is the Pack.”
-Rudyard Kipling

Phone: 630-375-3600

Attendance Line: 630-375-3600 (Press #3)

Fax: 630-375-3601

School Hours: 9:05-3:35

Office Hours: 7:45-4:15

Curriculum

Our elementary curriculum stresses skills in reading, language arts, mathematics, science, social studies, physical education and the fine arts. Within the first few weeks of the school year we will hold our annual “Curriculum Night” at which time grade level teams will present specific curricular activities and related items that are relevant for the upcoming school year. Besides the regular daily classroom instruction the following “specials” occur:

Art	50 minutes once per week
Music	25 minutes 2x per week
PE	25 minutes 3x per week

Digital Citizenship

“Digital Citizenship” is defined as the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students to practice, and families to model, appropriate Digital Citizenship. Please be thoughtful of what you post online in relation to other students and parents, if you have permission to post, and how that post may affect others.

Here are some resources:

<https://www.common sense media.org/educators/digital-glossary>

<https://www.common sense media.org/parent-concerns>

<https://www.common sense media.org/social-media>

Discipline

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

At White Eagle we follow the philosophy and practices of **Positive Behavior Interventions and Supports (PBIS)**. We provide teaching to our students about what it looks like to be KIND, SAFE, and READY at school. Wolf tickets and school wide celebrations provide incentives for students. Children are referred to the office for more serious behavior issues. Parents will be contacted if their child sees the Principal or Student Services Coordinator for a behavior incident. 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.

Dropping off items during the day

Items dropped off for students must be clearly labeled. All items, (i.e. homework, messages, lunches etc.) should be placed in the *Drop-off Zone* bins in the foyer to be picked up by students during the day. Lunches will be brought down to the lunchroom. Chromebooks cannot be dropped off at school during the day. If a student fails to bring it they will be without it during the day and staff will support the child with computer access if needed. Students should not bring valuable personal items to school. Often a great deal of time and effort can be spent investigating incidents related to lost or damaged items that actually are inappropriate to bring to school in the first place. Your help in this matter is greatly appreciated. Any money sent to school for hot lunch, field trips, book orders, etc. should be placed in a sealed envelope, marked with the child's name, the classroom teacher and the purpose for bringing the money to school along with the exact amount enclosed.

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. Unless it is totally unavoidable, please do not plan early pick-ups after 3:10 PM, due to the challenges it places on our staff to keep all students safe. Late arrivals must report to the office before going to class.

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.

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.

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 or red 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 as possible 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.

Students arriving after the last bell must be signed in at the office by a parent.

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 school as well as our home and golf course neighbors and use only the sidewalks.

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.

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.

Lunch

Menus and all other general information can be accessed at [Link to School Lunch Information](#)
Information and registration for the lunch program is available at <http://www.pushcoin.com/>

Grades K-5 have a 35 minute lunch/ recess period. A lunch from home must be provided unless the child participates in the hot lunch program.

2018-2019 Lunch Times

Grade 4	11:05-11:40 AM
Grade 2	11:25-12:00 PM
Grade 3	11:50-12:25 PM
Grade 5	12:20-12:55 PM
Grade 1	12:45-1:20 PM
Kindergarten	1:05-1:40 PM

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 after lunch. All students are expected to go outside for their recess period unless otherwise dictated by weather conditions (rain, severe storms, below 10 degrees). Please see that your child is dressed appropriately for changing weather conditions. Equipment for recess is provided by White Eagle School. **Students are not permitted to bring their own equipment from home.**

Pets

Pets, of any kind, may not be brought into school without prior administrative approval. We strongly discourage families from bringing pets onto school property. However, if parents do bring dogs to school during drop off/pick up, they must be leashed and kept away from sidewalk areas, entry/exit doors, congested areas/routine walking routes, and the playground.

PTA

The White Eagle PTA, an affiliate of both the Illinois and National PTA, actively seeks parent membership and support in many projects, events, and activities throughout the school year. Membership and volunteer opportunities will be made available to you. General membership meetings of the PTA are held on a monthly basis. White Eagle School is also represented on the District 204 Indian Prairie Parent Council (IPPC), which works for the betterment of the entire school district. For more information visit our White Eagle PTA website at www.wepta.org .

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, without the use of fever-reducing medication, prior to returning to school. Any children with a contagious disease, including strep throat and pink eye, must be on medication for 24 hours before returning to school. Any absence for sickness of five days or more requires a note from the doctor upon return to school.

***PLEASE NOTE:** If your child is absent, **you must call the school office by 9:30 a.m. at 630-375-3600; press 3.** If you do not report the absence, we are required by State Law to attempt to contact you.

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:

- contact school nurse
- provide immediate first aide
- contact parent
- 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.

Relocation of Families

If your family is moving, please advise the main office as soon as possible. The office will need a minimum of 10 working days in order to get your child's academic files updated for release to the new school. Official school records can only be sent upon receipt of a formal written request from the new school.

Report Cards

Report cards are posted via the Home Access Center at the end of every nine-week grading period (quarter). Specific dates for each period are determined by District 204's calendar.

School Fines

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

Student Arrival Time

Students who walk to school or get dropped off are not to arrive on school grounds before 8:50. There is no official supervision until 8:50 AM. Early arrivals will be sent home and parents will be notified. Students will enter the building upon arrival at 8:50 AM (9:00 AM on Wednesdays).

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 any planned absences. If a child will be out of school for more than three weeks their Chromebook and charger must be turned into the office.

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.

Transportation/Bus

A list of routes and answers to most questions can be found at: [Link to Transportation Information](#)

Visitors

All visitors, including parents, district staff, and volunteers, are required by State Law to report to the office upon entering the building. 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. **Each visitor must sign in/out, state the purpose of their visit, and provide a license or photo ID in order to obtain an identification badge for EVERY visit.**

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