



Eastview Elementary School

Parent/Student Handbook 2018/2019

**Eastview Excellence: Respect education,
respect environment, and respect everyone.**

540 Longwood Drive, Algonquin IL 60102
847.532.7400
847.458-5509 (Fax)

August 2018

Dear Eastview Parents:

Welcome back to Eastview! I hope all of you had a fantastic summer vacation and are looking forward to a new year at Eastview Elementary School. I feel so fortunate to be a part of this wonderful and warm school environment. I am looking forward to working together with each of you this school year.

Eastview is a high performing school that is driven by outstanding professionals. We will be continuing new research-based educational programs in an attempt to gain further insights into the developmental progress of your child. Each of us at Eastview wants to provide the best education possible for your child.

I look forward to working with you during the school year. We are looking forward to a terrific year with your child(ren).

Sincerely,

Jim Zursin (Mr. Z)
Principal

D300 Mission Statement

The mission of Community Unit School District 300 is to ensure our students reach their unique potential as self-directed learners and responsible citizens.

GENERAL INFORMATION

Parent Pick-Up and Drop-Off

- The turnaround, which is located at the end of Eastgate, is for pick-up and drop-off only. Cars will not be allowed to sit and wait. (Imagine O'Hare Airport pick-up and drop-off.)
- There are two (2) gates located on the west side drive. They will be closed during the day so cars will not be able to drive in back of Eastview and AMS.
- There is a sidewalk that extends from Eastview on the west side of the rear drive and connects with the sidewalk that runs along Eastgate Drive.
- There are two (2) entrances into AMS. One is for buses only. One is for cars only.
- All buses will line up in the same place as they did last year. Students will arrive and depart at the same spots.
- If you drive your son/daughter to school, you will drop them off in the AMS student pick-up and drop-off zone.
- Students may not be dropped off in front of Eastview. This area is for our Special Education buses only. Bus drivers will be expected to extend the arms on their buses as required by law. Passing a school bus arm while extended is a violation, and enforceable by Police.
- If your student has a medical condition that requires them to be dropped off in front of school, we will require a doctor's note. In addition, you will need to notify the office, who will then notify outside staff supervision.
- When attending any event at Eastview during the school day, please park at AMS or on Longwood Drive.

AMS and Eastview are taking a campus approach to student safety, both when they arrive and as they prepare to leave. We will have plenty of staff outside to assist you in understanding the traffic patterns. Please remember that students should not arrive before 7:45 a.m. In addition, if your student does not ride the bus, leave time for them to get from the drop-off area to the building. Students arriving after the 8:00 a.m. bell will be marked tardy. Thank you for your cooperation.

Attendance

School attendance is mandated, so please make every possible effort to send your child to school and to be on time. In the event of an absence, State law requires that calls must be made to the attendance line (847-532-7420) or email lucy.quinn@d300.org by 9:00 a.m. If possible, please set doctor and dentist appointments for after school hours. There is no substitute for a student participating in the classroom environment, and many instructional activities cannot be duplicated outside of the classroom. Teachers are not required to provide teaching materials/homework prior to a vacation that results in a student's absence from school.

According to the Interstate Compact on Educational Opportunities for Military Children, a student whose parent or legal guardian has been called to duty for, is on leave from, or immediately

returned from deployment to a combat zone or combat support posting, may be granted excused absences at the discretion of the school principal or designee.

Tardy Policy

It is very important for students to be in their seats on time. There will be no “excused” tardies. Each quarter, all tardies will begin again at zero. Eastview’s Tardy Policy* is as follows:

- 3 tardies result in a verbal warning
- 6 tardies result in a lunch detention
- 9 tardies result in an after-school detention

Thank you for your support and efforts to ensure students are in their seats on time.

**The Tardy Policy will not affect students who ride the bus.*

Lost and Found

The “Lost and Found” is located in the main hallway near the office. Please put your child’s name on all outer clothing, gym shoes, boots, backpacks, and lunchboxes. Periodically throughout the year, unclaimed items are donated to charity.

WEBSITES

The District website (www.d300.org) contains general information about the District, employment opportunities, School Board information, District programs and services, emergency closing information, and links to all the school buildings. The newly enhanced Eastview website (www.ees.d300.org) contains information about important events and dates, principal newsletters, the school calendar, the virtual backpack, and much more. The virtual backpack accomplishes Eastview’s goal of eliminating paper waste, as it contains much of the information your son or daughter may otherwise bring home. Families can also keep up to date by ‘liking’ our Facebook page which will provide photos, current events, and further develop our educational community. The PTO website (www.eastview.digitalpto.com) contains a wealth of handy information for parents as well.

COMMUNITY SERVICE PROJECTS

We participate in several fundraising events every year. Details are provided closer to each individual event, and participation is always optional.

EASTVIEW ELEMENTARY SCHOOL STUDENT RESPONSIBILITIES

Academic Responsibilities

It is the responsibility of every student to have all “learning tools” at school every day: school supplies, textbooks, and completed assignments.

Each student is expected to complete assignments on time. Schoolwork is to be neat and accurate to the best of the student’s ability. One’s best penmanship is to be used. Students should double-check their assignments for errors prior to filing them with the teachers.

Academic responsibility also involves self-discipline; students are expected to come to school each day prepared and ready to learn. Attitudes or behaviors that are self-distracting or distracting to others have no place at school.

Arrival Procedure – All Students

School bus riders are to **WALK** down the stairs at the NORTH end of the building to the play area upon arrival. All students who do **not** ride the bus need to arrive after 7:45 a.m., when supervision begins. All children will enter the building at 7:55 a.m. Students will be tardy after the second bell rings at 8:00 a.m. Students who arrive at school after 8:00 a.m. must come in to the main office and get a late pass. Students who arrive at school after 8:30 a.m. must be signed in at the main office.

On inclement days students will be allowed entry to the building at 7:45 a.m., where they will be directed to be seated in the corridors until classes begin. Bus riders will enter the building at the front entrance. Bicycle riders are to park and lock their bikes immediately upon arrival; no riding is permitted on school property.

Dismissal

The dismissal bell rings at 2:15 p.m. Students riding buses leave Eastview at 2:22 p.m.

Bus Rider Responsibilities

Behavior while waiting for the bus, and while walking to and from the bus, must be orderly. Running, pushing and crowding while getting on and off the bus are examples of inappropriate conduct.

While waiting for a bus at dismissal time, students are to stay in line in a place designated by the loading supervisor. Under no circumstances are bus riders to leave the school grounds and walk home. A bus student is to always take the bus home unless his or her parent has sent a note to the principal permitting another arrangement.

Failure by students to follow these procedures will result in disciplinary action which may include issuance of Bus Transportation Violation/Conduct Notices.

Pedestrian Safety

Students and other individuals are expected to use the sidewalks at Eastview and AMS. Please do not use the parking lot as a walk zone.

Authority - Respect

A major student responsibility is to demonstrate respect for fellow students and adults. Respect must be shown through courtesy, friendliness, academic effort, and compliance with all written and unwritten rules of the school.

Prohibited Items

For the safety of all students, please do not allow your child to bring the following items on the bus or to school: spray bottles, aerosol cans, hairspray, perfume, matches, lighters, and glass

bottles. Students should never have in their possession or on their person any item that could be construed as a weapon or resemble a weapon. A weapon is defined as any physical object that could potentially do harm to another person. A student who brings such an object to school is subject to disciplinary measures as outlined in the District 300 Parent Handbook.

In addition, please do not allow your child to bring Walkmans/IPODS, trading cards, handheld video games, personal electronic devices, or other personal items of sentimental or monetary value to school. These items are easily lost during the school day, and the school cannot be responsible for the security of these items. Cell phones are not allowed in the classrooms. Cell phones must be kept in the student's locker or backpack and must be turned off.

The following **activities** can be hazardous and are not permitted at school: (A) King of the Mountain; or similar games (B) chicken fights; (C) throwing snow, snowballs, iceballs, stones or other hard items; (D) fighting; (E) "play fighting"; (F) sliding on ice; (G) standing or playing near any vehicle; (H) climbing on goal posts and back stops; (I) any tackle games.

Children are to stay out of muddy areas. They should stay on the paved play area when the field is wet. Boots and mittens are required on cold and wintry days. If there is ANY amount of snow on the ground, only students with snow pants will be allowed on the field. Without snow pants, hats and gloves; students will only be allowed to play on the blacktop. A good rule of thumb is better safe than sorry; send your children with adequate cold weather gear (even an extra set to be left at school if possible). District 300 follows the guideline that if the temperature is less than 10 degrees (20 degrees for preschool) recess will be indoors.

PARENT INFORMATION

Visitors

Parents, volunteers and visitors must enter the building through the main entrance and proceed directly to the main office. All volunteers must complete a Volunteer Agreement and Waiver of Liability form that is available in the office. ALL visitors must sign-in and collect a visitor's badge. It is important that you be acknowledged by the front office personnel. We like to warmly welcome everyone who visits our school. It is also our responsibility to know who is in the building and in what locations. We reserve the right to deny entry into the school. If you are interested in meeting with your son or daughter's teacher, an appointment must be made at least 24 hours prior to your visit.

Parents are not permitted to have lunch in the cafeteria. If you should choose to have lunch with your student, kindly notify the office and teacher one day in advance for administrator approval. You may excuse your student from his or her lunch period, and follow the proper office procedures for checking out and checking in your student from school property. Please return to school by the time their lunch period ends.

Pets

Pets are prohibited on school property during school hours (Monday through Friday, 7:40 a.m.-2:30 p.m.).

Party Invitations

Please DO NOT send birthday party invitations to school for your student or teacher to distribute. We want your child's celebration to be a fun and positive experience, but we must ask that invitations be mailed or personally delivered to the recipient's home.

Dropping off Items at School or Messages for Your Child

We try to keep classroom interruptions to a minimum. Any essential items/messages should be left in the main office. Your child will be called to come to the office to pick up forgotten items or messages, when there is an appropriate break. We do not interrupt classroom instruction unless it is an emergency. Any non-essential items should come to school the following day.

End of the Day Messages

The end-of-the-day preparations for dismissal are sometimes hectic. **When we receive very last minute transportation and activity instructions and reminders for your child, we cannot always guarantee they will be delivered on time.** Please try to set plans before your child comes to school, or call us before 1:30 p.m. with necessary changes.

Supply Lists

Supply lists for each grade level can be accessed through the Eastview website.

Emergency School Closing Procedures

The District 300 Rapid Communication System (RCS) will be used to alert you of the following: school closing due to inclement weather, unplanned early dismissal, emergency situations (school closure, evacuation, etc.), and evening event cancellation due to inclement weather. Please be sure contact information is always kept current with the office.

School will be in session according to the District calendar unless there is an emergency. An emergency might be an extended power failure, a gas leak, breakdown in the heating unit, a fire, or severe weather. Emergency closing decisions are made by the Superintendent or designee, and will be announced by some or all of the following radio/TV stations and websites:

WGN – 720 AM – Chicago
WAIT – 850 AM – Crystal Lake
WBBM – 780 AM – Chicago
WLS – 890 AM – Chicago
WGN – Channel 9
ABC – Channel 7
TELEMUNDO – Spanish

WDBK – 95 FM – DeKalb
WRMN – 1410 AM – Elgin
STAR – 105.5 FM – Crystal Lake
WOJO – 105.1 FM – Spanish
NBC – Channel 5
CLTV – News Cable

www.nwherald.com; www.dailyherald.com; www.emergencyclosings.com

In addition, if schools are closed, a message will be included in the main voicemail greeting of District 300 at 847.551.8300.