

WELCOME TO
EASTLAND ELEMENTARY SCHOOL

The faculty and staff of the Eastland Elementary School hope you have enjoyed your summer and are anticipating, as we are, the challenges and rewards of a new school year. We will be available throughout the school year to provide quality instruction, which together with the interest and assistance of the parents will help our students become the best they can be.

This Handbook has been prepared to assist and guide students and parents throughout the school year. Additional school information and news will be presented through an insert in the Prairie Advocate newspaper on the last Wednesday of each month. Much of our school news is also available on the District website: www.eastland308.com. We hope you will contact us if you have any questions, concerns, or suggestions. The office phone number is 815-493-6301.

We wish to remind parents that the school buildings are not open before 7:45 a.m., at which time school employees will enable students to enter through the various doors. Students arriving after 8:10 a.m. need to enter through the unlocked main entrance door on the east side of the building. All other exterior doors are locked on a permanent basis during the school day.

All visitors (those who are not students or school employees) need to report to the school office to state their business and receive a visitor badge. Upon the completion of their business, the visitor will return the badge to the office. Alternate arrangements may be made by parents who pick up their students on a daily basis by contacting the student's teacher directly.

We hope you find this school year to be fun and rewarding.

Sincerely,

Mr. Hansen, Principal

EASTLAND ELEMENTARY SCHOOL
STAFF/ADMINISTRATION

Name	Job Description	Email Address	V/M Extension
Adolph, DiAnn	Bookkeeper / Secretary	dadolph@eastland308.com	221
Bogott, Laura	Teachers' Aide – BiCo PreK		231
Callaway, Sherry	Kindergarten	scallaway@eastland308.com	233
Carrion, Julie	Bi-County Preschool	jcarrion@dist399.net	231
Cassens, Diann	Librarian	dcassens@eastland308.com	242
Deets, Mandy	Early Step Preschool Aide		230
Dickman, Tina	Early Step Preschool	tdickman@eastland308.com	230
Erbsen, Carl	First Grade	cerbsen@eastland308.com	250
Foley, Susanne	Special Education/Reading	spendgraft@eastland308.com	235
Folk, Amy	Cafeteria Helper	afolk@eastland308.com	223
Freidag, Bonnie	Secretary	bfreidag@eastland308.com	224
Haan, Eric	Technology Director	ehaan@eastland308.com	245
Hansen, Mark	Principal/Superintendent	mhansen@eastland308.com	222
Heldt, Tonya	First Grade	theldt@eastland308.com	240
Higley, Stephanie	Teachers' Aide	shigley@eastland308.com	247
Horn, Susan	Speech / Language	shorn@eastland308.com	244
Kaczmarski, Debbie	Second Grade	dkaczmarski@eastland308.com	237
Koehler, Nicole	Elementary Spanish	nkoehler@eastland308.com	243
Lego, Kari	Kindergarten	klego@eastland308.com	234
Lindstrom, LeAnn	Cook	llindstrom@eastland308.com	223
Matheson, Jean	Art	jmatheson@eastland308.com	243
Merchant, Justin	Custodian	jmerchant@eastland308.com	
Miller, Karen	Custodian	kmiller@eastland308.com	
Moore, Jan	Teachers' Aide – BiCo PreK		231
O'Keefe, Kevin	Music	kokeefe@eastland308.com	246
Payette, Alicia	Physical Education	apayette@eastland308.com	235
Prowant, John	Facility Manager	jprowant@eastland308.com	
Schmidt, Heather	Early Step Preschool	hschmidt@eastland308.com	231
Sroka, Cheri	Assistant Cook	ssroka@eastland308.com	223
Stern, Connie	Teachers' Aide	cstern@eastland308.com	238
Tigges, Cindy	Kindergarten	ctigges@eastland308.com	232
Urish, Christeen	Second Grade	currish@eastland308.com	236
VanMatre, Kristy	Teachers' Aide	kvanmatre@eastland308.com	238
Wilhelms, Karen	School Nurse	kwilhelms@eastland308.com	227
Wilkinson, Beth	First Grade	bwilkinson@eastland308.com	239
Wurster, Sandy	Early Step Preschool Aide		231

K-2 DAILY SCHEDULE

NO TOWN OR NON-BUS STUDENTS ARE TO ARRIVE AT THE SCHOOL BEFORE 7:45 A.M and NO LATER THAN 8:05 A.M. After entering the building students are to pay for their lunches, if necessary, and then go directly to breakfast or their respective rooms.

Students should enter the building in a mannerly fashion, avoid running, horseplay, loud talking, shoving and loitering in the halls. Students should not linger in the building longer than 15 minutes after school dismisses.

Classes for K-2 students begin at 8:10 a.m. and dismiss at 2:30 p.m.

CLASS DISMISSAL TIMES ON EARLY DISMISSALS

11:20 A.M. EARLY DISMISSAL

On days listed as 11:20 dismissal, the students will be dismissed as follows:

- **Students who ride shuttle buses** will be dismissed at 11:20 a.m. Their shuttle buses depart at 11:22 a.m., arriving at the Shannon building at 11:33 a.m. Bus students will then leave on their regular route buses at 11:35 a.m.
- **Students who walk home** will be dismissed at 11:20 a.m.
- **Students from Lanark who ride the bus home** will be dismissed at approximately 11:35 a.m.

2:05 P.M. EARLY DISMISSAL

- On days listed for 2:05 p.m. early dismissal, the students will be dismissed as follows:
- **Students who ride shuttle buses** will be dismissed at 2:05 p.m. Their shuttle buses depart at 2:07 p.m., arriving at the Shannon building at 2:18 p.m. Bus students will then leave on their regular route buses at 2:20 p.m.
- **Students who walk home** will be dismissed at 2:05 p.m.
- **Students from Lanark who ride the bus home** will be dismissed at approximately 2:20 p.m.

PARENT AND STUDENT RESPONSIBILITIES AND RIGHTS

Parents have the responsibility to:

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interest of the student.
3. Plan the time and place for homework assignments and provide necessary supervision.
4. Assume the responsibility to talk with the student about school activities and expected behavior.
5. Recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. Instill in the student respect for the law, including the rights of others.

Parents have the right to:

1. An explanation of the basis for any conduct mark given by the teacher.
2. Request and be granted a conference with the teacher and/or the principal.
3. Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. Be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. Share in their child's right to due process procedure in matters of disciplinary actions.
6. Be notified of their child's serious or repeated violation of school rules and regulations.

Students have the responsibility to:

1. Know and obey school rules.
2. Obey city, state, and federal laws.
3. Respect the individual rights and property of fellow students and school personnel.
4. Avoid abusive language, verbal and written.
5. Dress appropriately and practice habits of personal cleanliness.
6. Be punctual and attend school regularly.
7. Not disrupt the education process.
8. Respect authority both in school and at school-sponsored activities.
9. Respect school and community property.
10. Be responsible for their actions and assist in providing a good learning climate.
11. Make every effort to improve their performance upon notification of unsatisfactory progress.
12. Not have items that violate laws, policies, or procedures or that retract from the educational process.

Students have the right to:

1. A written discipline policy.
2. An explanation of the basis for any conduct marks given.
3. Be disciplined in a humane and appropriate manner.

4. Dress and groom themselves according to their (or their parents') personal taste as long as such dress and grooming do not present health or safety hazards or substantially disrupt the education process.
5. Due process in matters of disciplinary action.
6. A formal due process hearing before a hearing officer when being considered for suspension and expulsion.
7. Privacy in their personal possessions, subject to the right of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.

STUDENT ATTENDANCE

PROCEDURES

We feel that a part of the students' training is to be on time to school and classes. The Illinois School Code treats tardiness the same as truancy. Any students who are habitually tardy to school or classes can be subject to suspension from school.

Please discuss the following policies with your children so that you are both aware of what is expected when students must be absent or leave school early.

1. Due to the increase of child abductions throughout the nation, the State Board of Education has mandated that school districts make an effort to contact parents in grades K-8 if their child is absent from school without prior notification. This procedure should be followed by the parent:
 - a. If your child will be absent from school on a given day, you are to call the school (815-493-6301) by 8:15 a.m. and relay the message. The school has a telephone message recorder for your convenience. When you make your call you will be requested to give the following information: parent's name, student's name, and reason for the absence.
 - b. If a call is not received at school and your child is absent, a call will be made to your home or place of work within two (2) hours of the start of the school day to inquire about your child's absence.
2. Whenever a student needs to be dismissed from school early, a written notification or telephone call will be required before the student will be dismissed. Excuses will be accepted at the discretion of the administration.
3. When a student becomes ill during school, the nurse, or other designated person, will make arrangements for the child to be picked up from school by a parent, guardian, or emergency contact person.
4. Anyone leaving school early must sign out at the office and be cleared to leave.
5. Any students arriving late to school (after 8:10 a.m.) must have a parent, guardian, or other designated person sign them in at the office before going to class.

Parents, please note these rules are for the protection and safety of your children, not to pose difficulties. Please draw them to your children's attention and stress that they will be followed.

GRADES AND PROGRESS REPORTS

Our school operates on a 9-week system. Reports cards will be sent home on the dates listed on the calendar which appears on page 3 of this handbook.

Mid-term progress reports will be sent if the teacher feels it is necessary. Parent-teacher conferences are held after the first quarter for all students. Conferences may be scheduled with the teacher at any other time of the year, as needed.

SPECIAL PROGRAMS

The following special programs are available at or through our school.

Resource Room	Social Services
Speech Therapy	Remedial Reading
Psychological Services	Vision and Hearing Screening
After School Spanish Program (Grades 1, 2)	

SOCIAL PROMOTION ELIMINATED

Legislation passed in the spring of 1998 eliminates promotion based on age or any other social reason not related to academic performance.

PROMOTION AND RETENTION

The decision to promote students to the next grade level shall be based upon successful completion of that grade level. If a child is not doing satisfactory work the following steps will be taken:

1. At the end of the first semester students who show potential need for retention will be identified to the principal by the teacher. A pre-retention letter will be sent home.
2. Parents will be contacted for a conference with the teacher and principal. At this meeting the following will be discussed:
 - a. Present social and emotional maturity of the child
 - b. Present academic standing of the child
 - c. Goals for growth for the child for the second semester
3. During the fourth quarter parents will again be contacted for conferencing as in step 2, if retention is recommended.
4. Parents are encouraged to contact the classroom teacher or the principal at any time with any concerns or needs.
5. The decision for retention or promotion shall be made by the teacher and principal before the end of the school term. Parents will be informed of the decision.

EXCUSES FROM P. E. CLASS

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act.

If a student is to be excused from P.E., the student must bring a note signed by his/her parent/guardian stating the reason and date. If a student must be excused from physical activity for more than 1 day at a time, a signed doctor's note may be required. If a doctor's note reads "excused until further evaluated," the physical education student must see a doctor within 2 weeks of the initial note.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

TARDINESS

If you know in advance that the student will be late to school, please call the school office. Students must report to the office upon their arrival at school to be admitted to class.

SIGN-OUT PROCEDURE

A student is not to leave the building during the school day unless he/she has a note from home, phone call from home, or received permission from the office to leave.

MOVING

Families planning to move should inform the office of plans to withdraw their child from school or to transfer their child's records to another school.

DROP-OFF AND PICK-UP AT EASTLAND ELEMENTARY

For the safety of students, the following procedures will be enforced regarding dropping off and picking-up students from school:

1. School Street (the street in front of the elementary school) is used for bus drop-off and pick-ups at the beginning and end of each day. Consequently, no vehicles should park along the west side of School Street between the hours of:

7:30 – 8:15 a.m.

2:20 – 3:30 p.m.

Vehicles may drop-off students in this area, but should not be parked and left in this area between the hours listed above. When dropping off students, drivers will form a single-file line, and will not pass other vehicles that are dropping off students.

2. Persons wanting to park their vehicles will do so on a side street where parking is permitted. Visitors should not park on School Street, or in the access alley/driveway from School Street to the staff / visitor parking lot.

Your cooperation in these matters is appreciated.

FIELD TRIPS

Elementary classes periodically take field trips. These will vary in length from a walk to the grocery store to a bus trip. Field trips are not automatically taken every year by every teacher. Whether or not a class takes a field trip is at the discretion of the teacher with approval by the principal. Such a decision will be based on the educational value of the trip, the educational progress made by the class and the behavior of the class.

It should be noted that going on a field trip is a privilege earned by the class as a whole and by each individual student. Those students who do not complete their work or who have excessive disciplinary problems may be omitted from the trip at the discretion of the teacher and principal.

RECESS

Recess is a break for those students who have been working. If a student does not have his/her work completed, the teacher may direct the student to stay in the classroom to study. In case of inclement weather, recess will be held inside. Notes from parents asking to keep a child inside during recess will be honored at the discretion of the teacher. If your child is ill, he/she should be kept at home or have a doctor's excuse to stay in at recess.

BICYCLES

Students may ride bicycles to school if the parent feels the child is responsible enough to handle this situation. Bikes and scooters must be parked at the bike rack as soon as the child arrives and may not be ridden again until school is dismissed. Bike racks are located so that it is unnecessary for bikes to ever be on the playground. Parents are encouraged to provide locks for both bikes and scooters. Riding bikes and scooters will be curtailed for those students who do not follow these rules. Skateboards are not permitted on school grounds.

ELECTRONIC DEVICES

CD Players, MP3 players, cell phones, and other hand-held devices are not to be used during school hours. If students are observed to be in violation of this rule, the device(s) will be confiscated and held in the office for the remainder of the day. A second offense will result in the device(s) being kept in the office until a parent/guardian picks it up. Notification will be given to the parent/guardian that a third offense will result in the device being held until the end of the school year.

PARTY INVITATIONS

Party invitations may not be distributed at school unless every child in the class section has been invited.

SCHOOL-WIDE RULES FOR BEHAVIOR

1. Children will use quiet voices when talking in areas such as halls, restrooms, and library.
2. Children will walk (not run) when traveling in classrooms and throughout the school.
3. No one will chew gum or eat candy (unless special arrangements are made by a teacher).
4. Children will act in a respectful manner toward each other and all staff members.
5. Children will use all equipment and materials with proper care.
6. Children should arrive at school no earlier than 7:45 (unless special arrangements are made).

Our goal is to provide a happy, productive learning climate in our school. Each person is expected to act in a manner that helps, not hinders or stops others from having the opportunity to learn to the best of their abilities.

GENERAL LUNCHROOM RULES

1. Courteous manners will be followed in lining up and picking up food.
2. Generally accepted table manners will be used by the children when eating. Food is not to be shared with anyone.
3. Children will talk in a normal conversational voice.
4. Children will remain seated at their tables until directed to line up to leave the lunchroom. Tables will not be dismissed until the area is clean.
5. Children will walk, not run, when moving to pick up food, go to a table, dispose of food trays, and go out the lunchroom.

LUNCHES BROUGHT FROM HOME

Students may not bring soft drinks to school as part of their school lunches. Lunches brought from home should comply with the nutritional standards of school lunches.

PLAYGROUND RULES

1. Children will cooperate and share with one another the playground space and equipment.
2. Children will play by keeping their hands and feet to themselves and off other children. There will be no tackling allowed in any game or sport.
3. Elementary students are not allowed to wear flip-flops on the playground.
4. Children will follow directions by supervisors/teachers quickly and politely. Children will line up quickly when the whistle blows the first time.

5. Rubber chips will remain on the ground. No one will throw, kick, dig, or put chips on equipment.
6. Children will use the playground equipment in a safe manner.
 - a. Swings
 1. One child in a swing
 2. Sit, do not stand, in a swing
 3. No jumping from a moving swing
 4. No twisting the swings
 - b. Slides/Bridge area
 1. Slide sitting down (alone) only
 2. No one climbs up the slides
 3. Walk across the bridge
 4. Tag will not be allowed on the equipment
 - c. Tetherball - Support poles are not to be climbed up or on
 - d. Balls
 1. Are to be used in areas set aside for their use
 2. Are not to be kicked or thrown on the roof
 - e. Jump ropes - are not to be swung, thrown at, or tied around others
 - f. Large climber
 1. Climbing up and down - no pulling or pushing of others
 2. No jumping off climber from any height
 - g. Funnel ball - Support pole is not to be climbed up or on
 - h. Riding horses/Stagecoach - these pieces of equipment are to be used by Kindergarten through 1st grade only
7. Children are not to bring equipment from home without permission by a teacher.
8. Bikes -- Children will keep bikes off the playground during school hours. All bikes ridden to school must remain parked in the bike racks during school hours.
9. When snow is on the ground:
 - a. students without boots must stay on the blacktop/sidewalk
 - b. no snowball throwing
 - c. no sliding on ice
 - d. no "King of the Mountain" games
10. Children may not enter the building during recess without a supervisor's permission.
11. There will be no 2nd chances. One rule broken will result in losing the rest of recess and standing against the wall.

ACCIDENTS

Any accident in the school building, on the school grounds, or at any school-sponsored activity must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary

It is the responsibility of the parents to update the school with emergency phone contacts each year and to keep them up-to-date. Student insurance claims must be filed within 90 days of the accident.

FIRE DRILL REGULATIONS

RULES

- All students will become familiar with all fire drill rules and be prepared for various conditions when the fire alarm is sounded. Discuss possible alternate routes.
- All persons will leave the building immediately upon hearing the signal. The signal is a continuous buzz.
- All lights will be turned off and doors and windows closed.
- All persons will follow the exit directions that are posted in each room. There is to be no talking, pushing or running.
- All students who are not with their regular scheduled class when the alarm is sounded should leave the building immediately using the nearest marked exit and then join their class.
- No one is to return to the building until they are told to do so.

TORNADO DRILLS

Tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the classroom by the prescribed route as quickly as possible. Directions are posted in each classroom.

CONSEQUENCES FOR VIOLATIONS

Disciplinary action appropriate to age and grade level will be taken by school authorities and parents will be notified whenever it is considered necessary.

BEING KEPT AFTER SCHOOL

Students may be kept after school for failure to do work or for disciplinary action (detention), to receive individual help, or upon agreement of the parent and teacher/or principal. When the teacher or principal requires the student to stay after school for a detention at least one day written or phone notice will be given to the parents so they can arrange transportation. Same day detentions can be arranged by phone if agreeable to parents. Detentions are not the choice of the parent or student. They are the result of

misbehavior or failure to do required work. They are assigned by the teacher or principal as necessary to modify student behavior.

DETENTION POLICY (Behavior)

We expect students to obey the school's rules; however, at times some students test the rules beyond the limits set. In such cases, detentions will be assigned as follows:

1. First detention - miss one recess
2. Second detention - after school until 3:00. Parents will be responsible for picking up their child promptly at 3:00.

DETENTION POLICY (Academic)

We expect students to finish assigned work in the time allotted. Failure to finish an assignment will make it necessary to follow the academic detention policy.

First/Second academic detentions -- miss recess and finish work. If this is a habitual problem the teacher will set up a time after school for the student to complete work. Parents will be responsible for picking their child up promptly at the end of the detention time set up between the teacher and parent.