

EASTLAKE ELEMENTARY

1955 HILLSIDE DRIVE • CHULA VISTA, CALIFORNIA 91913

WELCOME TO EASTLAKE SCHOOL!

The staff has been working hard planning an exciting program for your child this year. We anticipate this school year will be a rewarding and pleasant experience for our students.

EastLake School recognizes the dignity and human value of each student. The responsibility of EastLake School is to create a learning environment in which opportunities are provided for each student to develop:

- an enthusiastic approach to learning.
- an inquisitive mind.
- individual talents leading to personal fulfillment.

Opportunities are provided for each student to:

- acquire and develop competence in language arts, mathematics, communication, social disciplines and science commensurate with the student's abilities.
- acquire and develop physical skills.
- learn principles of sound health.
- cultivate the ability to delineate problems and create solutions.
- develop creative talents and cultivate an interest in the arts.

EastLake School is committed to developing and maintaining programs that are responsive to the needs of each student. We enjoy an active PTA and School Site Council. Parents are invited to become partners in our educational program.

Sincerely,

Dr. Eric J. Banatao
Principal

Please follow and “Like” us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

DAILY CLASS SCHEDULE

Grade	M-T-W-Th	Friday/Minimum Day
TK	8:00-11:20; 11:40-3:00	8:00-11:20
K - 6	8:15 - 2:45	8:15 - 1:15

Every Friday is a minimum day.

LUNCH	Kinder	11:00-11:45
	Gr. 1&2	11:30 - 12:15
	Gr. 3&4	12:00 - 12:45
	Gr. 5&6	12:30 - 1:15

The early dismissal Friday allows teachers time for parent conferences, planning and preparation, staff and district meetings.

ALL CHILDREN MUST GO DIRECTLY HOME, TO DASH OR TO DAYCARE AT DISMISSAL TIME. THE PARK IS NOT AN APPROPRIATE WAITING AREA. THERE IS A YMCA DAY CARE CENTER ON SITE. FOR ENROLLMENT, PLEASE CALL 421-8805.

OFFICE HOURS

The school office hours are **7:30 a.m. to 4:00 p.m.**

It is in the best educational interest of your child to keep interruptions to a minimum. Therefore, if you must have your child dismissed early for any reason, please send a note with him/her to the school in advance. In the event of an **EMERGENCY**, please call the school and a message will be given to your child to return your call at his/her next break. Please be aware that it is particularly difficult to reach children in the half-hour period prior to dismissal. If you need to deliver a lunch to your child, please try to get it to school before 9:15 a.m. This allows for student pick-up of lunches at break and not interrupt learning. Please be sensitive to the fact that any classroom interruption disrupts the teacher and the learning process of all the children in that classroom.

ABSENCES

The school must verify the reason for every absence from school. When your child is absent, please call **421-4798** and **PRESS #2**. For your child’s safety, please report absences by 9:00 a.m. When your child returns, he/she **MUST** report to the attendance office and obtain a green admit slip. **Students who will be absent from school for five days or more must apply for an Independent Study Contract.** Please contact Mrs. Hernandez in the office **two weeks prior** to your departure.

Please follow and “Like” us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

TARDIES & EARLY DISMISSALS

If a child arrives at school late, he/she MUST report to the attendance **office** and obtain a green admit slip. Promptness and regular attendance are important for the best progress at school. Per ESSC Attendance Updates, early dismissals of 30 minutes or more must be for *documented* medical or dental appointments only. Please send a Doctor's note upon your student's return. Students leaving for Bereavement will need a parent note to clear the early dismissal.

CLASS ASSIGNMENTS

All classroom assignments are tentative at the beginning of the year. No class changes will be made within the first ten days of the school year. Some class changes may be necessary as we make adjustments in class size and plan for the best learning environment for each student. You will be notified of any changes involving your child.

DRESS GUIDELINES

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected at EastLake Elementary School.

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol, or firearms.
4. Hats may be worn outdoors only and for the express purpose of sun protection.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

The school staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

Please follow and "Like" us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

BEHAVIORAL GUIDELINES

The students and staff at EastLake believe that a safe and positive school environment is important to both a child's learning in the classroom and to his/her growth as a citizen. In an effort to provide such an environment for our students an established set of behavioral guidelines is beneficial.

- Each person has the right to use and own property. Taking other people's property, or causing damage to other people's property is NOT permitted.
- Each person has the right to be different. The students and staff will respect the uniqueness of each individual.
- Each person has the right to an orderly environment. Children are expected to use good manners in the classroom and the lunch area. They are expected to be neat and pick up after themselves.
- Each person has the right to be safe and healthy. Hitting, kicking, punching, and other forms of physical abuse towards others are NOT permitted.

There may be instances in which some students have difficulty following the behavioral standards. In these cases, the following procedures will be followed:

Step 1. The teacher will counsel the student.

Step 2. If the problem continues, the teacher will contact and work with the parent to resolve the problem. If possible, the contact will be in the form of a conference.

Step 3. Should the above action fail to solve the problem, the Principal will become involved. The Principal will do one or more of the following:

- a. Counsel with the student.
- b. Notify the parents.
- c. Discipline or suspend the student.

If the student's behavior is wholly unacceptable, the process will go immediately to Step 3.

BREAKFAST and LUNCH

The cafeteria will be open on all school days (including minimum days) from 7:40 – 8:10 am. The cost of student Breakfast is \$1.00 and student lunch is \$2.00 per day. Students may use plastic debit cards from the cafeteria rather than carry cash. Milk or fruit drink will be sold for 50¢ to students who bring a sack lunch. Each of your children will need their own debit card since classes eat at different times. Please monitor your student(s) account for balances. Call x2891 for info or [set up an on-line account at www.parentonline.net](http://www.parentonline.net)

MEAL LOANS: Rather than loaning money to children who have forgotten their lunch, or when there is no balance left on their debit card, we will provide them with a regular breakfast or lunch. Debit cards will be charged. Students who acquire a debt will be notified by the District. Any child who needs a lunch should report it to his/her teacher.

Please follow and "Like" us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

FREE LUNCH PROGRAM: Families are encouraged to apply for free lunches online at <https://parentapp.cvesd.org> or at www.cvesd.org (click on online application for school meals link). EastLake School receives federal funding to support student learning when a percentage of students qualify for free meals.

MEDICATION

Medication (including cough drops and aspirin) is NOT to be sent to school unless it is accompanied by a physician's statement. The required form is available from the Health Room. The container MUST have a pharmacy label that is current. Prescriptions from Mexico will not be accepted. Medication will be kept in the Health Room. Medication should NEVER be sent to school with the child. Refills must be in the proper container or they will not be accepted.

STUDENT DISASTER INFORMATION CARDS (White) and EMERGENCY FORMS

PLEASE complete and return, both, the green and white cards to your child's teacher **IMMEDIATELY**. The information requested is essential to our being able to assist your child during an emergency or in a disaster requiring school evacuation. **Since your child can be released only to a person listed on these cards**, we urge you to give strong consideration to those you list. We **MUST** have valid phone numbers for parents, emergency contacts, and a doctor. If the information changes during the school year, please notify the school office immediately.

WALKING TO SCHOOL

Please make it a point to discuss with your children the safest way to and from school. Caution them not to loiter along the way and not to accept rides or gifts from strangers. Should this problem arise, please contact the police and the school office immediately. Please follow safety patrol directions. Also, skateboards, skates, roller blades, shoes with wheels, scooters and bicycles are not permitted.

LIBRARY MATERIALS

The ability to maintain a well-stocked library is important for student learning. Lost books must be paid for at the following rate:

\$10.00 Paperback	\$20.00 Primary Book	\$20.00 Non-Fiction
\$50.00 Reference Text	Barcode label replacement \$.50	

Please follow and "Like" us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

LOST MATERIAL

Please discuss the importance of being responsible for his/her materials and supplies with your child. Any lost material, i.e., books, scissors, etc., must be replaced at the parent's expense. Not only is this an unnecessary expense to the parent, but also the child is at a disadvantage in the classroom without his/her books and supplies. Labeling items and articles can facilitate their return from the lost and found. Toys, games, music players, electronic games, trading cards etc. are not permitted at school or on the bus. Students should not bring valuable and sentimental, irreplaceable items to school.

STUDENT COUNCIL

Fourth through Sixth grade students take an active part in the Student Council. They work with a Student Council Advisor to plan school activities and offer suggestions to better our school. The Council consists of elected officers and each classroom has one representative. These students learn about democracy as they work toward the accomplishment of the goals they have set.

PARENT VOLUNTEERS

One of the most important jobs of being a parent is the supervision of your child's education. The best way to do this is to become involved in our school. One reason EastLake School has been so successful is the strong parent support we have in the classroom, PTA and Site Council. The only requirement for a classroom volunteer is that you have a TB certificate on file in the office. This must be verified every year. Please see Mrs. America Py in the office for more information.

SCHOOL SITE COUNCIL

This organization monitors the state funded EastLake School Improvement Program. Parents and staff work together to develop our Single Site Plan and then approve the funds necessary for the implementation of the programs and activities. Our Site Council is composed of five community members and five staff members. The meetings are open to the community.

USE OF SCHOOL PHONES

Students are allowed to use school phones in an **EMERGENCY**. Arrangements to go to a friend's house after school should be made with parents **BEFORE** the student arrives at school that day.

Please follow and "Like" us for news and updates at:
<https://www.facebook.com/eastlakeelementary/>

SAFETY PATROL

Students in grades 5 and 6 voluntarily accept the responsibility for helping students get to and from school in the safest possible way. It is important that students and parents respect the Safety Patrol's authority and cooperate with them so our children can be safe.

PARKING LOT COURTESY

Because of the congestion in our parking lot, before and after school, we are asking that drivers be especially careful and courteous when dropping off and picking up students. Saving a few minutes of time is not worth a child's life. **PLEASE KEEP OUR CHILDREN SAFE!**

RAINY DAYS

Please make rainy day arrangements with your child **PRIOR** to sending him/her off to school in the morning. Our parking lot becomes very congested in inclement weather. **PLEASE BE PATIENT.** Car pools are suggested whenever possible.

EARLY RELEASE

If a parent is picking up a child before school is dismissed, he/she needs to come to the office and sign the child out. At that time the child will be called to the office or the parent will be given a pink **permit to leave school grounds** form to take to the classroom or playground. Per ESSC Attendance Updates, early dismissals of 30 minutes or more must be for *documented* medical or dental appointments only. Please send a Doctor's note upon your student's return. Students leaving for Bereavement will need a parent note to clear the early dismissal.

VISITATION

Any parent or other visitor entering the school grounds must first come to the office, sign in, and pick up a visitor's badge. All adults must have identification. Names will be scanned into our system to keep children safe. To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and/or Principal.

APPOINTMENTS WITH TEACHERS

PLEASE DO NOT STOP TEACHERS BEFORE OR AFTER SCHOOL TO DISCUSS YOUR CHILD. THE TEACHERS ARE HAPPY TO INTERACT WITH PARENTS, BUT THE TIME BEFORE AND AFTER CLASS IS USED FOR PREPARATION AND MEETINGS.

TEACHERS MAY ALSO BE SUPERVISING STUDENTS JUST BEFORE AND AFTER STUDENT ARRIVAL AND DISMISSAL TIMES. TEACHERS ARE STUDENT-FOCUSED, AND WE DON'T WANT TO MISCOMMUNICATE IN RUSHED, HURRIED, OR DISTRACTED INSTANCES.

IF YOU WISH TO MEET WITH A TEACHER, PLEASE CALL OR EMAIL THE TEACHER FOR AN APPOINTMENT. TEACHERS WILL RETURN YOUR MESSAGE AND PLACE YOUR NAME ON HIS/HER CALENDAR.
