



Hawthorn School of Dual Language

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Dear Parents:

August 28, 2015

It is going to be a great year! As a staff, we are excited about the opportunity to take part in the education of your children this year. It is amazing to think that at the beginning of last week, our classrooms were empty and within one day, our school came to life with 420 students and 50 staff members. It was great to see so many families come and join us this past Tuesday for our “Student Get Acquainted Day”. We trust that this time was fun-filled, enjoyable and informative for you and your children.

By now you have received the most important word about how this school year has begun, the informal reports given to you by your son or daughter. The faculty and staff at Hawthorn School of Dual Language (HSDL) hope those reports have been positive. We hope you feel that the school year has begun well for your child. Classes at HSDL have begun smoothly, which is a fine beginning of what should be a productive school year. Your children have been most cooperative.

I would like to take the opportunity to introduce to you the new staff members at HSDL this school year. Our new staff members are: Brittany Ebarle – 4th grade, Guadalupe “Lupe” Roznowski – 1st grade, Cara Lara - Kindergarten, Julie Zuder – Art, Stephanie Rehani – Speech Language Therapist, Carolyn Fraguera– Occupational Therapist, Rubi Contreras – Student Services Clerk, Richard Chiuppi – Technology Facilitator, Heidi McColough – Lunch/Recess Supervisor.

I am confident, that as parents, one of the primary assurances from our school is the safety of your children. With this thought in mind, we have put into place some safety procedures for dropping off and picking up your children from school. Please adhere to the following guidelines:

- If your child is scheduled to take the bus, but you wish to pick them up on a particular day, please either call the office no later than 2:00 p.m. or send in a note with your child. This will help avoid any confusion at the end of the day and allow our buses to leave promptly at 3:15 p.m.
- If you are picking up your children prior to the end of the school day, please either call the office, notifying us of the pick up time or send in a note with your child with the time of pick up. When picking up your children, you must come into the building and sign them out.
- If you drop off or pick up your children, do not allow them to cross the parking lot by themselves.
- Do not double-park along the side streets around our school as this causes additional congestion and creates a safety hazard.

Thank you for your cooperation in ensuring a safe pick up and drop off for our children!

We welcome your visits to our school. In order to maintain a safe and secure school, we are asking that you please enter through the main entrance only. As you enter the building you will come to a door that leads to the main office. There will be a bell on the left hand side. Please ring the bell and one of our front office staff will communicate with you through the intercom system and “buzz” you into the office. If you will be visiting any part of the building other than the main office, we are going to ask you to sign in and to put on a visitor tag. If you would like to visit your child’s classroom, please contact the classroom teacher prior to your visit and set a date and time that will be mutually agreeable and the least disruptive to the learning environment. At the end of your visit, please return to the main office and sign out. Thank you for your attention to this important matter.

Attendance everyday at school is vital to the academic success of your child. We understand though that from time to time students get sick or an emergency arises where your child cannot attend school. In the event that your child is sick or cannot attend school on a given day, please call our main office phone number at (847) 990-4995 to report the absence. When you call to report your child absent please be ready to provide the following information:

- The first and last name of student.
- The student’s grade and teacher.
- The name of the person calling in the student absent (parent, guardian or babysitter etc.).
- The reason for absence.
- Remember that you must call each day that your child is absent.

Following these simple guidelines will be of great assistance to our front office staff in recording the attendance of your child. If you fail to call the office before 10:00 a.m., a member of our front office will make an attempt to contact you at home or work.

Mark your calendars for our “Back to School Night” on Tuesday, September 8th for Kindergarten – 2nd grades and Thursday, September 10th for 3rd – 5th grades. Both evenings will begin at 7:00 p.m. This will be a great evening to meet your child’s teacher. You will learn more about the curriculum and classroom expectations and ways to become more involved in your child’s education. On Friday, September 4th at 6:30 p.m. we will join with the families at Townline School for a “Family Night”. Come out and join us!

It is with great pride to be given the privilege to assist in the education of your greatest treasure, your children. As a staff, we are committed in ensuring you that we will do our best to help your child experience academic, social and emotional growth. With your help and cooperation, this should be an excellent school year. If I ever can be of assistance to you throughout the school year, do not hesitate in contacting me at the school office.

Sincerely,

Dr. James D. Tohme
Principal