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NAPER SCHOOL HANDBOOK

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Dear Parents,

Welcome to the Naper Community and the 19-20 school year. It is going to be an amazing year full of Naper Spirit and student growth!

“Community” is an accurate descriptor for the spirit that surrounds Naper School. It is the blending of the enthusiasm, efforts, and talents of parents, staff and children working together to make Naper a safe, happy, and productive learning environment. With your help, we can foster our nurturing community in which students learn to be **self-directed learners, collaborative workers, complex thinkers, quality producers** and **community contributors**.

We value this vital part you play in your child’s education. Your interest, ideas, and participation are crucial ingredients in your child’s learning. We appreciate this contribution to making our school a positive and productive learning environment.

We hope this handbook will be a convenient source of information about your school, our district, and our Home and School program. However, whenever questions arise, we do hope you’ll feel free to contact us.

We look forward to working with you this school year and hope that you, too, will find the year to be a successful, rewarding one.

We Are Better Together! ,

Tracy Dvorchak
Principal, Naper School

FAST FACTS

NAPER ELEMENTARY SCHOOL
39 South Eagle Street
Naperville, Illinois 60540

Office Phone:	(630) 420-6345
Health Office Phone:	(630) 420-6347
School Arrival Time:	Not before 8:00 AM
Classes Begin:	8:15 AM
School Dismissal:	2:30 PM
Early Dismissal Days	8:15 – 11:35 AM
Parent Curriculum Night	August 29, 2019
Open House	January 30, 2020

2019-2020 NAPER ELEMENTARY IMPORTANT DATES

2019

AUGUST

- 8 Classroom Teacher Assignments
Available via Infinite Campus
Portal @ 3pm
14 Kindergarten Crash Course for
Parents 6:00-7:00 pm

- 15 First Day of School Grades 1-4
15 Kindergarten Sneak Peek
16 Kindergarten 1st Full Day
16 Back to School Family Fun Fair
20 Newcomer Meet & Greet
(Playground) 8:15-9:00 am
22 Kindergarten Meet & Greet
(Playground) 8:15-9:00 am
29 Parent Curriculum Night 4-8 pm
30 Picture Day

SEPTEMBER

- 2 NO SCHOOL - Labor Day
16 Vision & Hearing Testing
30 Vision & Hearing Re-Testing

OCTOBER

- 1 WatchDOG Sign Up
8 Picture Re-Take Day
8-11 Book Fair
10 NO SCHOOL - Institute Day
Evening Parent/Teacher
Conferences 5-8:30 pm
11 NO SCHOOL - Parent/Teacher
Conferences 8am-12 pm
23 2nd Grade Musical, 6:30 pm
31 Autumn Parade & Classroom Parties

NOVEMBER

- 8 H&S Auction, CCCC, 7-10 pm
27-29 NO SCHOOL - Thanksgiving Break

DECEMBER

- 5 Band, Orchestra & Chorus Concert
6:30 pm
20 Winter Classroom Parties
23 Winter Break Begins

2020

JANUARY

- 6 NO SCHOOL - Institute Day
7 Classes Resume
20 NO SCHOOL - MLK Day
30 Open House, 6:30-8 pm

FEBRUARY

- 14 Valentine's Day Classroom Parties
17 NO SCHOOL - President's Day
28 NO SCHOOL - County Institute Day

MARCH

- 2-6 Book Fair
5 NO SCHOOL - Institute Day; Evening
Parent/Teacher Conferences
6 NO SCHOOL Parent/Teacher Conf.
12 Science Fair 6-7 pm
19 Kindergarten Preview (*Tentative Date*)
30 Spring Break Begins

APRIL

- 6 School Resumes
10 NO SCHOOL
22 Mini Courses, 12:45-2:15 pm
24 Naper Fun Run, 5-6:30 pm

MAY

- 1 Half-Day Institute, 8:15-11:35 am
1 Sweetheart Dance, 7-9 pm
4-8 Screen Free Week, Teacher
Appreciation Week
8 Ice Cream Social, 6-7:30 pm
11 Crosstown Band/Orchestra Festival
18 Field Day
19 Drama Club Performance, 4 pm
22 Last day of classes, 8:15 am-2:30 pm

**These dates pertain to school events only. Please refer to the district calendar for holidays observed. Dates and events listed above are subject to change. The Naper WAG is emailed to parents each week during the school year. Please consult this for the most up to date information.*

NAPER SCHOOL STAFF 2019-2020

PRINCIPAL	Tracy Dvorchak	KINDERGARTEN TEACHER	Nina Stephanides
LEARNING SUPPORT COACH	Katie Farrell	KINDERGARTEN TEACHER	Shannon March
LRC/ LEAD TEACHER	Mike Madzinski	FIRST GRADE TEACHER	Kendall Willis
LRC ASSISTANT	Joyce Lipski	FIRST GRADE TEACHER	Kelsey Chaidez
COMPUTER SUPPORT ASSOC.	Tracy Mackh	SECOND GRADE TEACHER	Kelly Kinsella
STUDENT SERVICES COORDINATOR	Dawn Malatia	SECOND GRADE TEACHER	Debra Morris
LEARNING BEHAVIOR SPECIALIST	Suzy Flack	THIRD GRADE TEACHER	Alex O'Connor
LEARNING BEHAVIOR SPECIALIST	Melana Napier	THIRD GRADE TEACHER	Ryan Carrizales
LBS ASSISTANT	Anne MacDuff	FOURTH GRADE TEACHER	Lisa Burke
LBS ASSISTANT	Jamie McSherry	FOURTH GRADE TEACHER	Jane Fawell
LBS ASSISTANT	Peggy Patti	MATH INTERVENTION SPECIALIST	TBD
LBS ASSISTANT	Katie Jordan	PI/HONORS MATH TEACHER	Melissa Heitz
ELL TEACHER	Amy Todd	READING SPECIALIST	Sharyl Damhorst
ART TEACHER	Jennifer Pak	LEARNING SUPPORT ASSISTANT	Shelly Saylor
PHYSICAL EDUCATION TEACHER	Chris Talac	LEARNING SUPPORT ASSISTANT	Cindy Welborn
VOCAL MUSIC TEACHER	Emily Lewis	LEARNING SUPPORT ASSISTANT	Tracey Wilson
BAND DIRECTOR	Sara Sneyd	LEARNING SUPPORT ASSISTANT	Kathy Kaufman
ORCHESTRA DIRECTOR	Angela Englishharden	SCHOOL NURSE	Jo Volkening
PSYCHOLOGIST	Lauren Dawson	HEALTH TECHNICIAN	Radka Cabrera
SOCIAL WORKER	Tamara Gasior	PRINCIPAL'S SECRETARY	Julie Strang
SPEECH PATHOLOGIST	Cari Hammar	SCHOOL SECRETARY	Suzy Olson
OCCUPATIONAL THERAPIST	Christa Valkanos	HEAD CUSTODIAN	Dan Albrecht
		CUSTODIAN	Gus Lpoez

GENERAL INFORMATION

Absences

District #203 has a consistent procedure for reporting student absences. Parents are requested to phone the Health Office (630-420-6347) prior to 7:45 AM to report a student absence or delay due to a doctor or dentist appointment. Please provide the following information when calling:

1. Date
2. Student's name
3. Teacher's name
4. Reason for absence

If a student is absent and we have not received a call, we will attempt to reach you by calling your home and/or numbers which you have designated as your emergency contacts. We must call these numbers prior to 9:30 AM to check on unreported absences.

This procedure was developed to ensure the safety of your child as well as to help us with our attendance reports.

Absence and Assignments

We hope that by publishing the yearly calendar, families will be able to plan vacations during non-attendance days to avoid further interruptions. However, some interruptions are unavoidable. At times, planned absences may occur to accommodate major family events, including illnesses, weddings, and funerals.

In the case of planned absences, we would like to provide continuity in learning as much as possible. To determine what is possible, we need to consider the way students learn and instruction is delivered. Education, as you know, isn't just "covering the book" or completing worksheets. Books and assignments are the tools of the very interactive nature of teaching and learning. In class, teachers explain, model, question, and guide. Students discuss, manipulate ideas and objects, experiment, and receive feedback. Within the classroom, students acquire knowledge and skills. For homework, they practice and apply what they have already learned.

Because of the highly interactive nature of learning, it is often difficult to simply assign a week's worth of "work" for a planned absence. Often it would mean providing assignments on topics and skills that have not yet been taught.

Therefore, for planned absences, students may receive assignments to maintain skills. They may still have to make up learning when they return.

Animals

Due to many allergies, animals are generally not allowed at school. In special circumstances, with permission from both the classroom teacher and the principal, a pet might visit the classroom for a short time. A parent would need to stay with the pet during the visit.

Bicycles

Students riding bikes to school should be able to control their bicycle safely in a variety of situations. They must understand traffic rules and how to cross streets safely. District 203 recommends that students be in 3rd grade and older in order to ride bikes to school. In certain cases, a younger student may ride a bike to school as long as a parent accompanies him/her to and from school.

Students may not ride their bikes through cars in the parking lot. Students should dismount their bikes on school property and walk them to the bike racks. Bike locks and helmets are strongly recommended.

Birthdays

No food may be brought in for birthday parties or other celebrations for consumption either at school or to be sent home.

Please mail invitation to private parties (birthdays, etc.) to the children's' homes instead of handing them out at school. (It helps prevent hurt feelings and embarrassing situations.) Our Home and School publishes a Family Directory that contains families' addresses and phone numbers. In the case that a family is not listed, please contact the school office. We will contact the family for their permission to supply an address or phone number for invitation purposes.

Because it interrupts classroom instruction, the school does not deliver special packages (flowers, balloons) to students during the school day.

Due to the generosity of Naper Home & School, students will receive a gift of a paperback book to honor their birthday and to reinforce the joy of reading.

Birthday Books

Many students at Naper School celebrate their birthdays by giving a book to the LRC. Our library has added many lovely books to our collection in this manner. As a lasting reminder, a label is affixed inside the book identifying the student and the date the book was given.

You may donate a favorite book that we do not have, or if you are not sure what to choose, the LRC Director would be glad to make suggestions. We would be pleased to accept your gift of a new book.

Dismissal and Arrival

As students arrive, they should line up outside their grade level doors. Kindergarten and First grade line up at the main entrance. Second and Third grades line up at the North front door. Fourth grade lines up at the South front door. Supervisors will be on duty at 8:00 AM.

Students will be dismissed from the building at 2:30 PM. Students are to go directly home. They will be asked to check in at home before returning to the playground to play. Supervision of students does not extend beyond 2:40. In cases where parents have arranged for outside agencies to pick up students from school at dismissal times, supervision and timely pickup is the responsibility of the parent and outside agency.

Consistency and routine are important to children. In the rare occasion when a child will have a change in his or her after school dismissal plan, that change should be noted in writing sent with the child and given to the teacher. Should circumstances beyond your control necessitate a change during the school day, that note should be sent via email or fax to the school office.

Emergency Evacuation

In the event Naper School must be evacuated, the students would be transported to Washington Junior High School. If it is necessary to send the students home, school personnel will call parents to pick up their children. Parents would be asked to come to Washington Junior High and sign out their children.

Forgotten Items

Although we all work together to help our students develop responsibility, at times some important items can be forgotten at home. If you need to drop off a forgotten item at school, please leave the item on the bench in the front entryway. We will encourage the students to take responsibility to check for forgotten items themselves, thus eliminating interruptions to the learning in the classroom.

Lunch

The student lunch period is 40 minutes, which includes outdoor recess.

Student lunch hours are as follows:

Grades K & 3	Recess at 11:20 followed by lunch at 11:40
Grade 1 & 2	Recess at 12:00 followed by lunch at 12:20
Grade 4	Lunch at 12:00 followed by recess at 12:20

If for some reason you wish your child to leave the building at lunch time, you must come in and sign him/her out in the front office. Students will go outdoors unless the wind-chill index is below 0 F or there is precipitation at recess time. They should be dressed for the outdoors. Boots and snow clothes are required

to play in the snow. Otherwise, students will be asked to remain on the cleared area of the blacktop

Show respect for adults, children and yourself in words and actions.

- ◆ Be considerate and tolerant of differences among others
- ◆ Positively follow directions the first time they are given
- ◆ Walk quietly in the hallways
- ◆ Wear appropriate clothing (no hats in the building)
- ◆ Following are examples of inappropriate behaviors:
 - Teasing
 - Bullying
 - Put downs
 - Threatening language
 - Disruptive classroom behavior

A community contributor works for the greater good and thinks beyond himself/herself.

- ◆ Keep our school neat
- ◆ Use appropriate washroom behavior
- ◆ Always ask permission to leave the classroom, playground, LRC. etc.
- ◆ Follow lunchroom rules
- ◆ Use appropriate playground behavior
- ◆ Use appropriate bus behavior
- ◆ Following are examples of inappropriate behaviors:
 - Throwing sticks, stones, snowballs, etc.
 - Bringing skateboards or roller blades to school
 - Riding bikes on school property
 - Pushing and shoving
 - Fighting

Naper Knight Code of Honor

I pledge to be a Naper Knight who is...

<p>A self-directed learner who says, “I can do that!”</p> <ul style="list-style-type: none"> ● takes responsibility for what needs to be done ● builds on topics and pursues interests ● is willing to learn new skills ● is independent 	<p>A collaborative worker who asks, “What is your idea?”</p> <ul style="list-style-type: none"> ● works well with others ● takes turns ● is respectful of others and their contributions/ideas ● is willing to do his/her part
<p>A complex thinker who asks, “What if...” says, “I wonder...”</p> <ul style="list-style-type: none"> ● thinks beyond the literal level ● is reflective ● delves deeper ● is a problem solver ● thinks “outside the box” ● is resourceful 	<p>A quality producer who says, “I always try my best.”</p> <ul style="list-style-type: none"> ● takes pride in work ● checks over his/her work ● uses self-assessment opportunities to improve ● is goal oriented ● considers quality over quantity and/or speed
<p>A community contributor who asks, “How can I help?”</p> <ul style="list-style-type: none"> ● works for the greater good ● helps others ● shares ● thinks beyond himself/herself 	

Naper School Playground Procedures

Safety Rules

- Be alert
- Use equipment appropriately
- Play safe games
- Play by the rules
- Keep hands and feet to self
- No physical fighting
- Stay on the playground
- Rocks, wood chips, snow, and ice stay on the ground
- Stay off ice and out of puddles and mud

Prohibited games: tackle football, red rover, king of the hill, wrestling, weapons, fake wrestling, fake weapons, chase, skateboards, crack the whip, throwing snowballs, and trading cards.

Collaborative Worker, Community Contributor, and Self-directed Learner

- Think about the rules and Naper Knight Code of Honor
- Be responsible, respectful, and kind
- Include others
- Share/take turns
- Be considerate of others game space
- Respect nature
- Return equipment to bins when done playing
- Listen to supervisors and follow directions
- Line up quickly and quietly when the whistle blows
- Exit and enter school quietly

Solving Problems

- Communicate to each other. (“Please stop . . .”)
- Ask an adult for help.
- Tell the truth

Consequences

- Verbal warning
- Removed from activity
- Missed recess(es)
- Meet with supervisor, teacher, or principal
- Plan for future behavior
- Call parents

Lunchroom Rules

Naper students are members of our Naper community and are expected to follow the Naper Knight Code of Honor throughout the school and playground. They are to remember RESPECT and SAFETY for others so that lunchtime will be pleasant for all students. This means that students, as Community Contributors, should:

1. Enter lunchroom in a quiet and orderly manner.
2. Remain seated while eating.
3. Speak in a normal tone of voice when talking to those near you.
4. Avoid teasing your neighbors. Remember RESPECT.
5. Once finished eating, stay seated and wait for instructions for disposing of trash.

The school will reserve the right to remove lunchroom privileges from students if they consistently break the above rules.

Playground Procedures

Using common sense and remembering respect and safety contributes to a safe outdoor play environment. Teachers and lunchroom supervisors share expectations, and parents can help by reviewing the Naper Knight Code of Honor and Playground Procedures.

Traffic & Safety

In bringing or picking up your child at school, please use the **Drop-Off/Pick-Up Zone** that is marked on Eagle Street. This area adjacent to the playground is a designated zone for pick-up and drop-off only **from 7:45 to 8:15 AM and 2:15 to 2:45 PM**. There is no parking in this zone during these times. If you need to park and leave your car, please park in the parking areas on the side streets.

Visitors

Whenever you visit Naper, please check in at the office (Door 1), which has a security “buzz-in” system. The front office staff will not immediately buzz you in. They will ask that you state your name and your reason for needing to enter the school. Once admitted, please go directly to the office window to check in and receive a visitor sticker. You may be asked to show identification by office staff. This is for the safety and security of our students. Upon leaving the building please stop at the office and return your visitor sticker. Following this procedure will help ensure the safety of Naper students.

Traffic & Safety Reminders from our Safety Committee:

Pedestrian Safety

1. Instruct children to cross streets only at corners - Eagle and Benton, or Eagle and Jefferson.
2. Note that the only crossing guard is located at the intersection of Benton and Mill Street.
3. Have children leave home so they arrive at school between 8:00 and 8:10 a.m. Adult supervision begins at 8:00 a.m.

Traffic Procedures

1. Please encourage walking if possible. If walking isn't practical, please use a carpool.
2. There is NO drop off or pick up in front of the school.
3. When driving children to school, please use the Drop-Off/Pick-Up Zone located on Eagle along the playground fence, marked with white street lines. Posted parking and stopping restrictions are in effect from 7:45 am - 8:15 am and 2:15 pm - 2:45 pm.
4. Pull ahead as far as you can in the parent drop off zone. Make only one stop for all of the children in the car. Stay in the drop off zone until all children have exited the car.
5. The Drop-Off/Pick-Up Zone is for "drop and go" only. If your children cannot exit the car independently, please park elsewhere and assist them.
6. *Ready, Set, Go:* As you approach school, have children ready to exit quickly.
7. Children must exit the car using the curbside doors only.
8. Please make sure your children have cleared your vehicle before pulling away.
9. Drivers should remain in their vehicles.
10. Pull car forward whenever possible to keep the line running smoothly.
11. Please join the line at the end and do not pull into the middle.
12. After school, please "pick-up and go" and do not linger in the Zone.
13. K and 1st grade children are instructed to wait in the supervised pick-up area behind the fence of the playground while they wait for their vehicle.
14. Instruct your children to find your car immediately after school and to not go to the playground or loiter in front of the school.

Reminders

1. The school parking lot is for staff use only. Please do not pull into the parking lot to drop off your child as this blocks the drive from other cars entering.
2. Parking is limited, please use another designated parking area if you plan to escort your child to school.

2019-2020 NAPER HOME AND SCHOOL BOARD

President	Kathryn Pegorsch	630.328.6202	naperhands@gmail.com
	Michelle Fonash	312.545.6022	
Vice President	Stacy Armour	312.848.9455	naperhandsvp@gmail.com
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Art Awareness	Jill Black	312.307.4324	Jillblack1978@gmail.com
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Family Fun Run	Zareen Hassan	312.622.3297	Zareen.malik@gmail.com
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General Fundraising	NEED		
Health & Safety	Kelly Kirch	630.569.0522	Kjoy22@hotmail.com
	Betty Mikula	312.498.2413	Bettykim503@yahoo.com
Mini-Courses	Angela Hutton	708.829.5166	Angkahler29@mac.com
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VIP Sports Night	Marie McIntyre	630.251.1026	Mpearls80@icloud.com
Naper Nation	Natasha Carsello	773.354.6645	ncarsello@gmail.com
	Anne Hunter	630.544.9844	annethunter@mac.com
SFCP	Colleen McManigal	630.347.0287	colleenmarnell@gmail.com
	Kim Tobak	630.347.1221	kimberlysue1131@aol.com
Sweetheart Dance	Brooke Bergeron	630.235.9010	brooke@bergerons.name
	Kate Munaco	773.209.2776	kmunaco@gmail.com
Yearbook	Karen Brown	310.739.5867	thebrownz@gmail.com

Committee Leaders

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	Katie Justice	630.881.7197	katie.justice@gmail.com
Newcomers	Elizabeth Gyurko	773.818.6605	elizabethgyurko@gmail.com
	Karen Brown	310.739.5867	thebrownz@gmail.com
Family Connections	Nicole Kreuzer	312.914.9402	nicolekreuzer@me.com

