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NAPER SCHOOL HANDBOOK

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Dear Naper Families,

Welcome to the Naper Community and the 20-21 school year. It is going to be an amazing year full of Naper Spirit and student growth! At Naper, strong relationships and open communication are at the heart of all we do. We look forward to working collaboratively with you to ensure all students' academic and social-emotional needs are met.

Naper School is a warm and welcoming community and we are so glad you are here! Our community blends the enthusiasm, efforts, and talents of parents, staff and children working together to create a safe, happy, and productive learning environment. With your help, we can foster a nurturing community that supports our students to live our District 203 mission 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. Please take time to connect with our Home & School and your child's teacher to see how you can get involved.

We hope this handbook will be a convenient source of information about your school, our district, and our Home and School program. Please take time to review both the district and Naper School sections. 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 are confident that together we can have a successful and rewarding year!

We Are Better Together!

Tracy Dvorchak
Principal, Naper Elementary



FAST FACTS

NAPER ELEMENTARY SCHOOL
39 South Eagle Street
Naperville, Illinois 60540

Office Phone:	(630) 420-6345
Health Office Phone:	(630) 420-6347
Health Office Text#:	(630) 536-6208
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	September 3, 2020
Open House	January 28, 2021

2020-2021 NAPER ELEMENTARY IMPORTANT DATES

(Please note all dates are tentative based on safety guidance from the CDC and ISBE)

2020

AUGUST

- 12 Classroom Teacher Assignments
Available via Infinite Campus Portal
@ 3pm
- 14 New Student Tours 9-10am
- 19 Kindergarten Crash Course for
Parents 6:00-7:00 pm
- 19 First Day of School Grades 1-4
- 19 Kindergarten Sneak Peek
- 20 Kindergarten 1st Full Schedule Day
- 25 Newcomer Meet & Greet
(Playground) 8:15-9:00 am
- 28 Picture Day (*TENT. DATE*)

SEPTEMBER

- 3 Curriculum Night 4-8pm
- 3 Teacher/4th Grade Special Auction
- 7 NO SCHOOL - Labor Day
- 14 Vision & Hearing Testing
- 28 Vision & Hearing Re-Testing

OCTOBER

- 1 WatchDOG Sign Up
- 5-9 Book Fair
- 6 Picture Re-Take Day(*Tent. Date*)
- 8 NO SCHOOL - Institute Day
Parent/Teacher Conferences
5-8:30 pm
- 9 NO SCHOOL - Parent/Teacher
Conferences 8am-12 pm
- 21 2nd Grade Musical 6:30pm
- 30 Autumn Parade/ Classroom Parties

NOVEMBER

- 3 NO SCHOOL - Election Day
- 25-27 NO SCHOOL - Thanksgiving
Holiday

DECEMBER

- 3 Band, Orchestra & Chorus Concert
6:30 pm (WJHS)
- 22 Winter Classroom Parties
- 23 Winter Break Begins

2021

JANUARY

- 6 Classes Resume
- 18 NO SCHOOL - MLK Holiday
- 28 Open House, 6:00-7:30 pm

FEBRUARY

- 12 Valentine's Day Classroom Parties
- 15 NO SCHOOL - Presidents Day
- 22 NO SCHOOL - Institute Day
Parent/Teacher Conferences
5-8:30 pm
- 23 NO SCHOOL Parent/Teacher
Conferences
- 25 VIP Sports Night (*TENT. DATE*)
- 26 NO SCHOOL - County Institute Day

MARCH

- 4 Band ONLY Concert 6:30pm
- 11 Science Fair 6-7 pm
- 12 Kindergarten Preview (*TENT.
DATE*)
- 29 Spring Break Begins

APRIL

- 6 NO SCHOOL - Institute Day
- 23 Mini Courses, 12:45-2:15 pm
- 30 Naper Fun Run/Color Run,
5-6:30pm

MAY

- 7 Half-Day Institute, 8:15-11:35am
- 3-7 Screen Free Week, Teacher
Appreciation Week
- 7 Sweetheart Dance, 6:30-8pm
- 10 Crosstown Band/Orchestra Festival
- 21 Ice Cream Social/Fun Fair 5:30-8pm
- 24 Field Day
- 25,26 Drama Club Performance, 4 pm
- 28 Last day of classes, 8:15am-2:30pm

**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 2020-2021

PRINCIPAL	Tracy Dvorchak	KINDERGARTEN TEACHER	Nina Stephanides
LEARNING SUPPORT COACH	Katie Farrell	KINDERGARTEN TEACHER	Alex O'Connor
LRC/ LEAD TEACHER	Mike Madzinski	FIRST GRADE TEACHER	Kendall Willis
LRC ASSISTANT	Joyce Lipski	FIRST GRADE TEACHER	Shannon March
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	Kelsey Chaidez
LEARNING BEHAVIOR SPECIALIST	Melana Rivera	THIRD GRADE TEACHER	Ryan Carrizales
LEARNING BEHAVIOR SPECIALIST	Kristin Lee	FOURTH GRADE TEACHER	Samantha Cherry
LBS ASSISTANT	Anne MacDuff	FOURTH GRADE TEACHER	Jane Fawell
LBS ASSISTANT	Jamie McSherry	MATH INTERVENTION SPECIALIST	Brittanie Shah
LBS ASSISTANT	Beth Sheridan	PI/HONORS MATH TEACHER	Laura Asteff
EL TEACHER	Amy Todd	READING SPECIALIST	Sharyl Damhorst
EL ASSISTANT	Elana Fuller	LEARNING SUPPORT ASSISTANT	Shelly Saylor
ART TEACHER	Courtney Sindelar	LEARNING SUPPORT ASSISTANT	Tracey Wilson
PHYSICAL EDUCATION TEACHER	Chris Talac	LEARNING SUPPORT ASSISTANT	Kathy Kaufman
VOCAL MUSIC TEACHER	Emily Lewis		
BAND DIRECTOR	Sara Sneyd	SCHOOL NURSE	Jo Volkening
ORCHESTRA DIRECTOR	Angela Englishharden	HEALTH TECHNICIAN	Radka Cabrera
PSYCHOLOGIST	Lauren Dawson	PRINCIPAL'S SECRETARY	Julie Strang
SOCIAL WORKER	Tamara Gasior	SCHOOL SECRETARY	Suzy Olson
SPEECH PATHOLOGIST	Cari Hammar		
OCCUPATIONAL THERAPIST	Sydney Turner	HEAD CUSTODIAN	Dan Albrecht
HEARING ITINERANT	Joanne Vine	CUSTODIAN	John Pfursich

GENERAL INFORMATION

Absences

District #203 has a consistent procedure for reporting student absences. Parents are requested to phone the Health Office (630-420-6347) or text the Health Office (630-536-6208) 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. Dogs should not be on the front sidewalk during arrival and dismissal. If you like to walk with your dog to school, please keep your dog on the north end of the blacktop to respect the space of others.

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 invitations to private parties (birthdays, etc.) to the childrens' 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. They also will have the option to join the principal and assist with the daily announcements on their birthday. Summer birthdays and weekend birthdays will work out a date and time with their classroom teacher.

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. K-1 students and busers will exit from Door 7 for safety. All other students will exit from the same door they enter. 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 "I Forgot" cubbies 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.

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. Following this procedure will help ensure the safety of Naper students.

Lunch

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

Student lunch hours are as follows:

Grade	Lunch	DPA
KDG	11:40-12:00	11:20-11:40
1st	12:20-12:40	12:00-12:20
2nd	12:20-12:40	12:00-12:20
3rd	12:00-12:20	11:40-12:00
4th	12:00-12:20	12:20-12:40

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

Naper School Wide Expectations
We are Better Together

Togetherness Tools

Together we can keep
Our School Safe and Healthy
Offer Everyone Respect
Live with Kindness

See Each Others' Differences as Opportunities

<i>We are Safe</i>	<i>We are Respectful</i>	<i>We are Kind</i>	<i>We are Healthy</i>
<ul style="list-style-type: none"> • We keep hands to self • We use walking feet • We are calm 	<ul style="list-style-type: none"> • We follow volume levels • We take care of our school • We are listeners 	<ul style="list-style-type: none"> • We use caring words • We work together • We are helpful 	<ul style="list-style-type: none"> • We wear masks over our nose and mouth • We keep space between us • We are careful

<i>In the Hallway</i>	<i>In the Bathroom</i>	<i>In the Lunchroom</i>
<p>We keep the hallway neat and clean</p> <p>We stay on one side</p> <p>We take one stair at a time</p> <p>We go directly to where we need to be</p>	<p>We are efficient</p> <p>We wash and dry our hands</p> <p>We clean up after ourselves</p> <p>We respect each others' privacy</p>	<p>We stay seated while eating</p> <p>We eat our own food</p> <p>We clean up our space</p> <p>We say please and thank you</p>

<i>On the Playground</i>	<i>Arrival/ Dismissal</i>	<i>In our Community</i>
We include everyone We use equipment safely We look at the teachers when we hear the whistle We play to have fun	We wait patiently to enter and go directly to our classroom We stay with a Naper staff member at the end of the day We are mindful of others We say hello and goodbye to others	We respect each others' differences We listen and learn from others We celebrate individuality We empower each other

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.

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 your 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.

2020-2021 NAPER HOME AND SCHOOL BOARD

President	Kathryn Pegorsch	630.328.6202	naperhands@gmail.com
Vice President	Stacy Armour	312.848.9455	naperhandsvp@gmail.com
Secretary	Zareen Hassan	312.622.3297	naperhandssec@gmail.com
Treasurer	Kelly Duncan	312.636.5625	naperhandstreas@gmail.com
Art Awareness	Jill Black	312.307.4324	naperartawareness@gmail.com
Auction	Jamie Schafer Ashely Workman	847.800.3003 217.413.1982	naperauction@gmail.com
Communications	OPEN		
Family Connections	Katie Minott Stephanie Norris	773.750.9535 847.971.0795	naperschoolfamilyconnections@gmail.com
Family Fun Run	Paige Kelly Alicia Mulvihill	630.210.6300 312.286.9353	naperfunrun@gmail.com
Fun Fair	Katie Davis Lauren Burke	630-660.3790 815.325.3554	naperfunfair@gmail.com
General Fundraising	Shannon Hoogveld Cassandra Bischoff	630.456.0610 630-886.0750	naperfundraisers@gmail.com
Health & Safety	Kelly Kirch Betty Mikula	630.569.0522 312.498.2413	naperhealthandsafety@gmail.com
Mini-Courses	Angela Hutton	708.829.5166	naperminicourses@gmail.com
Naper Nation	Kristen Diaz Ashely Kasula	815.761.6557 773.383.1349	napernation@gmail.com
Newcomers	Karen Brown	310.739.5867	napernewcomers@gmail.com
Science Fair	Sarah Ruban Katie Justice	773.255.3609 630.881.7197	napersciencefair@gmail.com
SFCP	Colleen McManigal Kim Tobak	630.347.0287 630.347.1221	napersfcp@gmail.com
Spiritwear	Shannon Hoogveld	630.456.0610	naperspiritwear@gmail.com
Sweetheart Dance	Kate Munaco	773.209.2776	napersweetheart@gmail.com
VIP Sports Night	Marie McIntyre	630.251.1026	napervipsportsnight@gmail.com
Yearbook	Karen Brown	310.739.5867	naperyearbook@gmail.com