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NAPER SCHOOL HANDBOOK

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Dear Naper Families,

Welcome to the Naper Community and the 22-23 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 the 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 1, 2022
Open House	January 26, 2023

2022-2023 NAPER ELEMENTARY IMPORTANT DATES

All Dates are tentative, please consult the Naper WAG which is emailed weekly for the most up to date information.

2022 AUGUST

- 9 Transportation/Bus Information Available 3pm
- 10 Teacher Assignments Available 3pm
- 11 New Family Tours
- 12,15 Staff Institute Days
- 16 Meet and Greet
- 17 Classes BEGIN
- 18 New Parent Coffee
- 19 Kinder Parent Coffee
- 26 Fun Fair

SEPTEMBER

- 1 Curriculum Night
- 5 Labor Day
NO School
- 6 Picture Day
- 8 H&S Exec Board
- 9 Vision & Hearing Screening
- 13 General H&S Mtg
- 26 Vision & Hearing Re-Screening

OCTOBER

- 3-7 Book Fair
- 6-7 NO School
Parent/Teacher Conferences
- 13 H&S Exec Board
- 17 Picture Re-Take Day
- 18 H&S Mtg
- 26 2nd Grade Choir Performance
- 31 Fall Class Parties

NOVEMBER

- 3 H&S Exec Board
- 8 NO School – Election Day
- 11 Veteran's Day
- 15 General H&S Mtg
- 23-25 NO School
Thanksgiving Break

DECEMBER

- 1 Band, Orchestra, Choir Concert
- 8 H&S Exec Board
- 13 General H&S Mtg
- 22 Winter Class Parties
- 23 Winter Break Begins

2023 JANUARY

- 6 Institute Day
- 9 Classes Resume
- 12 H&S Exec Board
- 16 NO School
MLK Day
- 17 General H&S Mtg
- 26 Open House

FEBRUARY

- 2 H&S Exec Board
- 7 General H&S Mtg
- 10 VIP Sports Night (T)
- 14 Valentine's Day Class Parties
- 20 NO School
President's Day
- 28 ELearning Day (T)

MARCH

- 2 H&S Exec Board
- 3 NO School
County Institute Day
- 6-10 Book Fair
- 7 General H&S Mtg
- 9-10 NO School
Parent/Teacher Conferences
- 24 Kindergarten Preview
- 26-31 Spring Break

APRIL

- 3 Classes Resume
- 4 ELearning Day (T)
- 6 H&S Exec Board
- 7 NO School
- 11 General H&S Mtg
- 17 Spring Picture Day
- 21 Mini Courses (T)
- 27 Band ONLY Concert
- 28 Ice Cream Social/Naper Fun Run

MAY

- 1-5 Teacher Appreciation Week
- 4 H&S Exec Board
- 5 Half-Day Institute
- 8 Crosstown Music Festival
- 9 General H&S Mtg
- 11 Science Fair
- 19 Field Day
- 22 Field Day Rain Date
- 26 Classes End
- 29 NO School, Memorial Day
- 30-31 Emergency Days, if needed

JUNE

- 1,2,5 Emergency Days (if needed)

(T) = Tentative Date



NAPER SCHOOL STAFF 2022-2023

PRINCIPAL	Tracy Dvorchak	KINDERGARTEN TEACHER	Alex O'Connor
LEARNING SUPPORT COACH	Katie Farrell	KINDERGARTEN TEACHER	Nina Stephanides
LRC/ LEAD TEACHER	Mike Madzinski	FIRST GRADE TEACHER	Shannon March
LRC ASSISTANT	Teri Andersen	FIRST GRADE TEACHER	Kendall Willis
COMPUTER SUPPORT ASSOC.	Mahsa Alborzi	SECOND GRADE TEACHER	Lauren Deneufbourg
STUDENT SERVICES COORDINATOR	Dawn Malatia	SECOND GRADE TEACHER	Kelly Kinsella
LEARNING BEHAVIOR SPECIALIST	Melana Rivera	THIRD GRADE TEACHER	Ryan Carrizales
LEARNING BEHAVIOR SPECIALIST	Kristin Lee	THIRD GRADE TEACHER	Kelsey Chaidez
LEARNING BEHAVIOR SPECIALIST	Kristin Bilik	THIRD GRADE TEACHER	Sharon Rosenzweig
LBS ASSISTANT	Anne MacDuff	FOURTH GRADE TEACHER	Samantha Cherry
LBS ASSISTANT	Jamie McSherry	FOURTH GRADE TEACHER	Jacob Wantland
LBS ASSISTANT	Beth Sheridan	MATH INTERVENTION SPECIALIST	Brittanie Shah
LBS ASSISTANT	Jessie Harynuk	PI/HONORS MATH TEACHER	Laura Asteff
EL TEACHER	Amy Todd	READING SPECIALIST	Sharyl Grezlik
EL ASSISTANT	Elena Fuller	LEARNING SUPPORT ASSISTANT	Erin Gorski
ART TEACHER	Courtney Sindelar	LEARNING SUPPORT ASSISTANT	Kathy Kaufman
PHYSICAL EDUCATION TEACHER	Chris Talac	LEARNING SUPPORT ASSISTANT	Shelly Saylor
VOCAL MUSIC TEACHER	Emily Lewis	LEARNING SUPPORT ASSISTANT	Becky Erickson
BAND DIRECTOR	Sara Sneyd	SCHOOL NURSE	Kimberly Cain
ORCHESTRA DIRECTOR	Angela Englishharden	HEALTH TECHNICIAN	Radka Cabrera
PSYCHOLOGIST	Liz Shute	PRINCIPAL'S SECRETARY	Julie Strang
SOCIAL WORKER	Anna Gamez	SCHOOL SECRETARY	Anne Falk
SPEECH PATHOLOGIST	Candace Tablerion		
OCCUPATIONAL THERAPIST	Sue Bowman	HEAD CUSTODIAN	Dan Albrecht
PHYSICAL THERAPIST	Laura Newell	CUSTODIAN	Darius Tolbert
HEARING ITINERANT	Joanne Vine		

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. You can also submit absences through the parent portal. 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 a love 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.

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 and will let students inside. Students will be dismissed from the building at 2:30 PM. K-1 students and bussers 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	11:20-11:40	11:00-11:20
1st	11:40-12:00	11:20-11:40
2nd	11:40-12:00	12:00-12:20
3rd	12:00-12:20	11:40-12:00
4th	12:00-12:20	12:20-12:40

(above is subject to change)

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

<p><i>We are Safe</i></p> <ul style="list-style-type: none"> • We keep hands to self • We use walking feet • We are calm 	<p><i>We are Respectful</i></p> <ul style="list-style-type: none"> • We follow volume levels • We take care of our school • We are listeners 	<p><i>We are Kind</i></p> <ul style="list-style-type: none"> • We use caring words • We work together • We are helpful
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<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>
<p>We include everyone</p> <p>We use equipment safely</p> <p>We look at the teachers when we hear the whistle</p> <p>We play to have fun</p>	<p>We wait patiently to enter and go directly to our classroom</p> <p>We stay with a Naper staff member at the end of the day</p> <p>We are mindful of others</p> <p>We say hello and goodbye to others</p>	<p>We respect each others' differences</p> <p>We listen and learn from others</p> <p>We celebrate individuality</p> <p>We empower each other</p>

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 directly 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.

2022-2023 NAPER HOME AND SCHOOL BOARD

President	Zareen Hassan	312.622.3297	naperhands@gmail.com
Vice President	Paige Kelly	630.210.6300	naperhandsvp@gmail.com
Secretary	Kelly Kirch	630.569.0522	naperhandssec@gmail.com
Treasurer	Kelly Duncan	312.636.5625	naperhandstreas@gmail.com
Art Awareness	Beth Auer	630.272.0072	naperartawareness@gmail.com
Auction	Ashley Workman	217.413.1982	naperauction@gmail.com
Communications	Laura Kmec	630.414.8917	naperhandscomms@gmail.com
Family Connections	Sandy Sung Melissa Zebrowski	734.945.8154 954.529.6208	naperschoolfamilyconnections@gmail.com
Family Fun Run	Alicia Mulvihill Ashley Sypniewski	312.286.9353 630.917.0585	naperfunrun@gmail.com
Fun Fair	Katie Davis Lauren Burke	630-660.3790 815.325.3554	naperfunfair@gmail.com
General Fundraising	Cassandra Bischoff Shannon Hoogveld	630-886.0750 630.456.0610	naperfundraisers@gmail.com
Health & Safety	Colleen McManigal Kim Tobak	630.347.0287 630.347.1221	naperhealthandsafety@gmail.com
Mini-Courses	Laura Kmec Erin Prueter	630.414.8917 331.385.4462	naperminicourses@gmail.com
Naper Nation	Jamie Waits Ashley Kasula	513.319.1409 773.383.1349	napernation@gmail.com
Newcomers	Debbie Sears Sara Pluth	630.863.8820 706.799.7292	napernewcomers@gmail.com
Science Fair	Sarah Ruban Katie Justice	773.255.3609 630.881.7197	napersciencefair@gmail.com
SFCP	Sandy Sung Sharon Hovey	734.945.8154 630.797.1153	napersfcp@gmail.com
Spiritwear	Seham Atallah	312.731.2524	naperspiritwear@gmail.com
Sweetheart Dance	Ann Dana Stephanie Norris	312.882.1415 847.971.0795	napersweetheart@gmail.com
VIP Sports Night			napervipsportsnight@gmail.com
Yearbook	Karen Brown Kristin King	310.739.5867 630.779.9552	naperyearbook@gmail.com