

# ELMWOOD ELEMENTARY SCHOOL

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**SOAR into Learning!**

August 2022

Dear Parents:

Welcome to the 2022-2023 school year! Our staff has prepared a number of engaging academic and social-emotional learning opportunities to help your child flourish. At Elmwood, our purpose is to cultivate and sustain an equitable and rigorous learning community which nurtures critical thinkers where all stakeholders are valued and celebrated. Each of you truly belong at Elmwood!

This Parent/Student Handbook contains information that is essential to a smooth, successful school year for all of our children and their families. The **white pages** of this handbook contain information common to **all elementary schools** in Naperville Community Unit School District 203. The **colored pages** contain information specific to Elmwood Elementary School. The Table of Contents will be a helpful guide for topics covered in this handbook. Our Home and School Association Co-Presidents, Carolyn O'Connor & Libby Traeger, included a letter of how you can become a part of our Home & School organization.

This handbook was created for your use and reference. Please take time to familiarize yourself with the topics and information contained in this booklet. You may also view this information on our district and school webpage at <http://www.naperville203.org/Page/3350> for district information and <https://www.naperville203.org/elmwood> for Elmwood information.

We will continue to send frequent reminders and Elmwood updates electronically via email and text. Please be sure to provide your current email address to the Elmwood main office and call the school's main office if there are any changes. Also, please inform the main office if your phone number or emergency contact information should change during the course of the school year.

If you have questions or concerns that are not covered in this handbook, contact the school office at (630) 420-6341, and the appropriate staff member will be happy to respond to your inquiry.

Thank you for your support and we will continue to SOAR as a community this school year!

Go Eagles!

Matt Langes  
Principal  
Elmwood Elementary School

## 2022-23 Elmwood School Staff

<b>Front Office</b>				
Matt Langes (Principal)	Sarah Cain (Asst Principal)	Karen McGriff (Secretary)	TBD (Secretary)	Caryn McKissic (Nurse)
<b>Kindergarten</b>				
Jessica Alltop	Stephanie Arnold (DL)	Debbie Czerak	Reyna Nungaray	Sarah Stock
<b>1st Grade</b>				
Lynn Henz	Kristen LaRue	Lauren Rayborn	Katherine Ruffo Petrizz (DL)	Kelly Wollemann
<b>2nd Grade</b>				
Nathan Bornancin	Elizabeth Kovich (DL)	Julie Sturgeon	Kristen Vitello	Beth Zamora
<b>3rd Grade</b>				
Anne Blank	Liliana Carrilo (DL)	Nicholas Cosme	Katelyn Haack	Rebecca Sippel
<b>4th Grade</b>				
Marlene Espinoza (DL)	Allie Layton	Erin Meehan-Browning	Noelle Williams	
<b>5th Grade</b>				
Jennifer Maita	Evan Miller	Magdelna Munoz (DL)	Janet Park	Melissa Stines
<b>Fine Arts</b>				
Emily Fiedler (Art)	Corby Howard (PE)	Music	Michael Positano (LC)	Meghan Breitingner (LC)
Emma Oliver (Band)	Rebecca Rudy (Orchestra)	Art	Music	PE
<b>Academic Specialists</b>				
Candice Anderson	Colleen Olenek	Sandra Volling	Kimberly Craig	Mario Neal
Reading Specialist	Bilingual Reading Specialist	Reading Specialist	English Learning	English Learning
Shelby Getzin	Jennifer Reible	Damary Cortes	Kimberly Pellegrini	Jackie Selfridge
Math Specialist	Math Specialist	LSC	LSC	SSC
<b>Learning Behavior Specialists</b>				
Amanda Bowers	Victoria Hegranes	Tiauna King	Mary Nameche	Erin Stablein

Student Services				
Andria Baumgartner	Nicole Folsom	Ryan Hurley	Sarah Pyle	Liz Wroblewski
<i>Speech Pathologist</i>	<i>Psychologist</i>	<i>Social Worker</i>	<i>Occupational Therapist</i>	<i>Social Worker</i>
Assistants				
Damaris Yusuf	Brittany Joseph	Maria Aguilera	Diane Liesen	Elizabeth Henry
Erica Kritzer	Jennifer Hay	Joan Albert	Himabindu Gogineni	Alecia Gallegos
Ingrid Wilkin				
Custodians				
Frank Digney	Paul DiPaulo	Shane Fredrickson	Mercedes Moreno	
Lunch Supervisors				
Linda Bauer	Dave Cleveland	Elisa Marin	Joseph Mautz	Amber Northam
Susan Novak	Marilyn Riggs	Jill Stencil	Curtis Walker	
Aramark Staff				
Sharine Pilcher	Aida Crespo	Ana Pulido		

## Naperville Community Unit District 203 Vision Statement

### "Building a Passion for Lifelong Learning"

*Our Mission ... is to educate students to be  
self-directed learners, collaborative workers, complex thinkers,  
quality producers and community contributors.*

## Naperville Community Unit District 203 Mission Statement

The mission of District 203 is to create . . .

- **Self-directed learners** who make responsible choices; seek out and persist in quality learning experiences; set purposeful and achievable goals; assess and reflect upon their learning;
- **Collaborative workers** who demonstrate respect for self and others; work cooperatively within a group towards a common goal, and are productive group members;
- **Complex thinkers** who successfully access, evaluate and utilize information; problem-solve strategically; and express their knowledge and learning through a variety of mediums;
- **Quality producers** who efficiently and effectively use learning resources to construct purposeful, authentic and creative products that represent their learning while assessing the quality of their work;
- **Community contributors** who have an understanding of others' abilities, cultures and beliefs and use that knowledge to impact their world by exercising their rights and responsibilities as compassionate citizens.

Elmwood's purpose is to cultivate and sustain an equitable and rigorous learning community which nurtures critical thinkers where all are valued and celebrated.

**ELMWOOD ELEMENTARY SCHOOL**  
1024 MAGNOLIA LANE  
NAPERVILLE, IL 60540  
630-420-6341

**IMPORTANT NUMBERS**

Elmwood Main Office: 630-420-6341

Elmwood Health Office: 630-420-6343

District Transportation: 630-420-6464

Elmwood Learning Commons: 630-420-4201

District Student Services Office: 630-420-6465

District Administration Office: 630-420-6300

Elmwood Homepage: <http://d203.schoolwires.net/Domain/9>

District Website: <http://d203.schoolwires.net/site/default.aspx>

**CHANGE OF ADDRESS, EMAIL, OR TELEPHONE NUMBER:**

Please notify the main office immediately if there is a change in your address, email, or telephone number(s). The school office is open from 7:30 AM to 3:00 PM.

**ABSENCES:**

Parents must visit the school website OR call the Health Office (630-420-6343) to report all student absences. Please enter the absence prior to 7:45 a.m. absences must be submitted by 9:00 a.m.

To enter an absence on the website, visit the Elmwood Elementary website. On the home page, hover your mouse over "Our School" in the top navigation menu and select "Contact Us." Then, on the left-side navigation menu, select "Reporting an Absence." Complete all necessary fields.

If you call the attendance line, an answering machine will be used to record the following information:

1. Date
2. Student's Name
3. Teacher's Name
4. Reason for Absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the Health Technician.

If a child is absent and we have not received a call, we will attempt to reach you.

**LATE ARRIVAL/EARLY DEPARTURE:**

On time arrival to school is important for the academic success of your child. Students who are late to school disrupt the learning of the entire class as instruction must stop to bring the late arriving student up to speed. Frequent late arrivals (tardies) to school will result in written communication home and possibly a meeting with administration. If your child is late to school, he/she must check in with the Health Office before going to class.

If you come to pick up your child from school before dismissal time, please go to the Main Office and sign your son/daughter out of school. Office personnel will call your child from class.

## **LUNCH PROCEDURES**

The lunch break/recess time period is established by District 203 policy: 40 minutes at the elementary school level. At Elmwood School, six lunch sessions are conducted. Students eat their lunches in the multipurpose room (MPR) at cafeteria-type tables and benches. Appropriate accommodations are made for students with severe food allergies. In the cases of inclement weather or wind chill factor, students have indoor recess in their respective classroom areas.

All students will have a 20 minute lunch period and a 20 minute recess each day. Parents may choose to send a sack lunch or purchase a lunch from school.

Grade	Lunch	Recess	Grade	Lunch	Recess
K	11:55-12:15	10:10-10:30 & 11:35-11:55	3	12:20-12:40	12:40-1:10
1	10:50-11:10	9:10-9:30 & 11:10-11:30	4	10:40-11:00	11:00-11:30
2	12:40-1:00	10:00-10:20 & 12:20-12:40	5	12:00-12:20	11:30-12:00

## **SAFETY PATROL:**

The Safety Patrol students and crossing guards are on duty before and after school to assist the children in crossing intersections near school. Parents can support the Safety Patrol by reminding their children to listen to and follow the directions of the Safety Patrol Students. Questions regarding Safety Patrol should be sent to Mr. Corby Howard [choward@naperville203.org](mailto:choward@naperville203.org) or 630-579-7548.

## **SAFETY TO AND FROM ELMWOOD:**

Rules for proper conduct are emphasized at school. We ask for parent cooperation in seeing that their child does not loiter, play in streets, walk across lawns or conduct themselves in other inappropriate manner on the way to and from school. When students arrive at Elmwood at 8:00 a.m. there will be teacher/adult supervision. Students may enter the school upon arrival through Door 1, Door 7 or Door 17 at 8:00 a.m.

Upon dismissal at 2:30 p.m., students are asked to leave the school grounds. If they wish to play on the playground they must first report home and can return with parent permission. All students should be picked up from school at 2:30 p.m. each day.

## **TRAFFIC REMINDERS:**

Elmwood's current traffic system has the potential to run smoothly and safely when all of our drivers understand and comply with the traffic rules. There is no parking in the north or south lot for the purpose of dropping off or picking up students. We have had several safety concerns with moving cars being in the lots at the same time as the students are arriving or departing. Please read the safety procedures below to ensure the safety of all students and families.

### **South Parking Lot off Sycamore Drive**

This lot is the designated **drop off lane** from 7:45-8:15 in the morning, and the pickup lane from 2:30-2:45 in the afternoon. Please be patient with the car lane and understand that it is not an immediate drop off or pick up. The process takes time and the line will proceed at a safe rate for all the students.

- No double parking; please stay safely along the right curb as you move through the circle drive.
- Please stay in your lane and do not pull out or pass cars at the circle drive curb in the morning. Carefully pull out of the circle after your children have entered or exited the vehicle. At dismissal, you may carefully pull out and pass those cars still waiting to locate their children.
- NO LEFT TURNS from Sycamore Drive are allowed upon entering the Elmwood parking lot between the hours of 7:55-8:15 am and 2:30-2:45 pm. You must turn right to enter the parking lot drop off/pick up lane from Sycamore Drive.
- Children will only be allowed to enter or exit your vehicle once you have entered the appropriate pick up/drop off area. Specifically, the pick-up/drop off area is past the recycling and trash containers in the circle drive. In addition, no children should ever move towards a vehicle until it has come to a complete stop.

- Students should enter and exit vehicles on the right hand side of the car and should always WALK while on school walkways.
- Always pull completely forward before stopping to let your children exit. The leading cars should pull all the way to the end of the sidewalk in the circle drive. A safety director will wave you as far forward as possible. Please follow the staff member's hand signals at all times. Do not get out of your car while in the circle drive. We must keep the line of cars moving safely forward in order to accommodate all of the students who are being dropped off. Your children should be prepared to exit your car quickly and safely when you are fully stopped. A brief "Good-bye" should have you on your way.
- Once your child has exited your vehicle safely, please be sure to move your car so that the flow of traffic can continue. Please be courteous and respectful of other drivers and move safely forward as soon as your children are safely away from your vehicle.
- No parking by any yellow painted curbs; no parking in areas posted "No Parking." Sitting in your running car in a No Parking area is the same as parking.
- Please drive slowly and cautiously at all times.
- Please be observant...watch the other cars, watch pedestrians, and make sure you look for children in crosswalks.
- Please remind your child where you will be picking them up after school and encourage them to meet you as promptly as possible after dismissal.
- If you do need to park because you have business inside the school, you may park on the south side of Magnolia Lane. You may also park on any appropriate neighborhood street.

#### **Magnolia Drive along front of Elmwood School**

- **Only buses are permitted to use** the north side of Magnolia Lane. This area is clearly marked by signs in front of school. No parking on Magnolia Lane in the bus drop off/pick up lanes.
- NEVER pass through a barricade blocking traffic from traveling north and south on Magnolia Lane, during the hours of 8:00-8:15 a.m. and 2:30-2:45 p.m. Buses will be dropping off students /picking up students at those times.
- Remember to be courteous to our neighbors. Do not park in front of driveways or pull into a homeowner's driveway to turn around. This is private property and there may be young children playing in the area.
- No U-turns are allowed on Spruce Drive or Magnolia Lane.
- Students should only cross Magnolia Lane at the appropriate street corners of Sycamore Drive and Elmwood Avenue where safety personnel can assist them.

#### **North Parking Lot off Elmwood Drive**

- This parking lot will be used for **MORNING ONLY student drop offs.**
- Enter the new drive by driving eastbound only on Elmwood Drive and enter the lot by making your first right into the parking lot after crossing the Magnolia Lane/Elmwood Drive intersection. Once you enter the parking lot, pull up as far as possible to the end of the drive before dropping off your student(s).
  - o Upon exiting the drive, we ask that you make a right turn only onto Elmwood Drive toward Washington Street.
  - o If you plan to proceed to Washington Street, please only make right-hand turns onto Washington Street. This will help reduce traffic backups on Elmwood that could potentially be caused by left hand turns onto Washington Street.
  - o If you need to travel northbound on Washington Street, please enter Washington Street from Robin Hill Drive, which is one block north of Elmwood Drive.
  - o You can reach Robin Hill Drive by turning left onto Cherry Blossom Lane.
- This lot is a designated lot for staff and visitor parking during school hours.



### **PETS:**

For the safety, comfort and consideration of others, please do NOT walk your dog on school property. If you wish to take your dog for a walk, please make arrangements to meet your child at the edge of the school property. Some children are afraid of pets; others are highly allergic. Some dogs, which are normally good with children, get excited and confused with so many strangers and may nip at the many hands petting them. We do not want anyone harmed.

### **FORGOTTEN ITEMS:**

All forgotten items, including lunch, should be brought to the school office. School staff will place the item on the "I Forgot Table." This table is located by the main office. It is the responsibility of the student to check for forgotten lunches and/or homework. Students will not be called from class to pick up forgotten items.

### **PARENT / VISITOR / VOLUNTEERS ENTERING THE BUILDING:**

All parents, visitors, and volunteers are to enter the building through Door 1 (front entrance), which has a security "buzz-in" system. The front office staff will ask that you state your name and your reason for needing to enter the school before buzzing you in. Once admitted, please go directly to the office to sign in and receive a visitor sticker. You will 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 sign out. Following this procedure will help ensure the safety of Elmwood students. Parents should not attempt to enter the building through any other entrance.

### **ELECTRONIC DEVICES/TOYS**

Students are not permitted to possess any personal electronic devices while on school grounds. If you require your child to bring a cell phone to school, it must remain in their backpack and turned off during school hours. This also includes, but is not limited to, game systems and music players. In addition, students are not to bring toys, spinners, trading cards, or other play items from home unless the classroom teacher permits these items for a special event.

Student cell phone use is not permitted while on school grounds during school hours or on the school bus. Refer handbook 'Student Cell Phone/Electronic Devices' for more information.

### **BIRTHDAY CELEBRATIONS**

A birthday is a special time, especially for children. Birthdays can be honored, at school, in the following ways.

1. Student's names will be announced during morning announcements to recognize their Birthday. They will be called to the office to select a Birthday Book signed by Mr. Langes.
2. A donation of a favorite book made in your child's name to the Learning Commons or individual classroom.
3. A small, **non-edible**, gift can be given to each child in the classroom. The gift can be an inexpensive item such as a pencil, bookmark, etc. and will be sent home in backpacks.
4. Other ideas may be acceptable, providing for the following: All students are included, items are non-edible; age and classroom appropriateness is ensured. Again, please consult your child's classroom teacher for their permission and scheduling purposes.

The following **should not** be a part of your consideration for celebrating your child's birthday at school:

1. Balloons, cookies, or flowers may not be sent for delivery to your child's classroom.
2. Edible treats may not be supplied for the class. There are significant allergy concerns that are very difficult to accommodate. We cannot accept the responsibility of permitting the distribution of edible treats that come from individual families.
3. Invitations for home parties and thank you notes may not be distributed at school. 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.

### **CLASSROOM PLACEMENT:**

Each spring, the teachers and the building administration spend many hours working together to ensure the most appropriate placement for each child. The following areas are considered in placing a child:

1. Current (sometimes previous) teacher's knowledge of the child
2. Special information provided by parents
3. Child's personality
4. Special needs
5. Academic levels
6. Need for separation from other children

Every teacher and student has unique talents and needs. We will do our best to place your child in the class that will provide the best environment and at the same time always maintain balance between classes of the same grade level. The final placement of each student is determined by the school. Parent requests for specific teachers will not be granted. Rather, a letter to our staff to consider the learning needs of your child will be reviewed. Please contact Matt Langes at (630) 420-6341 if you have further inquiries.

At Elmwood, we **SOAR** like Eagles by following the below school-wide behavior expectations:

S =	Be Safe
O =	Take Ownership
A =	Accept Others
R =	Be Responsible

These expectations are explicitly taught to all students at the beginning of the school year and reinforced throughout the year. Please review these with your child and reinforce them as needed.

The school reserves the right to remove lunchroom, bus and/or school privileges from students who consistently do not display the behavior expectations outlined above. Both the lunchroom supervisors and students are responsible for the orderly operation and safety in all school settings.

### **PLAYGROUND RULES/PROCEDURES:**

Students will participate in outside play activities whenever the wind chill is zero. Please assist your child in dressing appropriately for weather conditions. On winter days when it is snowy and wet, we go outside. Students not wearing boots and/or snow pants will be limited to the blacktop area.

1. Swings: swing one person at a time; take turns, no standing, and no twisting on swings.
2. Slides: one way traffic, down only, one at a time, feet first.
3. Bars: one way traffic, no standing on the bars.
4. Rings: one way traffic.
5. No contact sports. (No tackling. Keep hands and feet to oneself.)
6. Students may not enter the building without permission from the supervisor.
7. Students will not slide on the ice. Students will not throw snowballs anywhere on the school ground.

If a severe/critical event occurs (such as a fight or injury) the supervisor takes the student(s) to the office and returns to recess duty.

### **Rules for Elmwood School Lunchroom:**

1. Use the bathroom before going to the lunchroom.
2. Enter the lunchroom in a quiet and orderly manner. Sit at your assigned table and begin eating.
3. Remain seated in the lunchroom until dismissed.
4. If you need assistance, raise your hand and a lunchroom supervisor will help you.
5. Talk in a quiet tone of voice to the people seated next to you and directly across from you.

6. Do not throw anything.
7. Do not trade or share food.
8. Food is to be eaten only in the lunchroom.
9. Dispose of all trash and uneaten food that is not sealed in its original container and place it in the proper waste receptacle.
10. Parents wishing for their child to remain in the building during recess for health reasons must send a doctor's note to the classroom teacher. The note should be sent to the school nurse who will inform the lunchroom supervisor and the principal.
11. The school will reserve the right to remove lunchroom/recess privileges from any student that consistently does not follow the rule.

## **EMERGENCY MANAGEMENT PLANS**

### **FIRE**

The building is equipped with sensors and alarms to detect a smoke or fire outbreak. Several times during the year, drills are conducted during both the morning and afternoon sessions. Students, teachers, parents and others in the building exit their nearest entrance. After exiting the building, staff return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present. The Naperville Fire Department supervises our procedures and has found them to be complete and efficient.

### **SEVERE WEATHER**

The building is equipped with a Civil Defense System that keeps us informed of weather conditions in the Naperville area. We are notified when there is a reason to take cover, such as in the case of a tornado warning. Students, teachers, parents and others in the building take cover in the areas of the building that are not near windows or long roof spans. Support faculty and staff usually have time to return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present.

### **SECURING THE BUILDING**

As a school we will practice how to secure our building during emergency situations. In the event of a real emergency communication will be provided to parents as soon as it is safe to do so.

### **EVACUATION OF THE BUILDING**

Should a situation occur that is deemed unsafe for students and staff to remain in the school building and grounds (broken pipes, power outage, etc.), procedures are in place to move students to Lincoln Junior High School (Option #1), located at 1320 South Olympus Drive or Knox Presbyterian Church (Option #2), located at the intersection of Gartner Road and Catalpa Lane. When this decision is made, the location selected will be notified immediately to ensure that they are ready to receive our students. Procedures are in place to ensure that parents are notified and students are released to a parent, emergency contact, or daycare provider in the most secure and efficient manner possible.

## **ELMWOOD SCHOOL DISASTER/EVACUATION PLAN:**

**If conditions exist that make it unsafe to remain in the building, the building secretary will notify the police and/or fire department and Administrative Center.**

The following procedures will then be put into action:

1. Students will evacuate the school and assemble outdoors as they would for a fire drill.
2. Attendance will be taken.
3. Students will walk, in order of level, to the south side of the building.
4. Students will maintain their classroom lines with teacher supervision throughout the relocation period.
5. The building secretary will notify Lincoln Junior High School (Option #1) or Knox Presbyterian Church (Option #2), if relocation is deemed necessary.
6. If a bomb threat is the cause of the evacuation, the building search team will assist the fire and police department. The head custodian will search the mechanical areas and custodial areas of the building with fire department personnel. The Assistant Principal and Principal will search all other building areas. The fire department and police department personnel in conjunction with the Principal and Assistant Principal will determine when and if the building is safe for students.
7. If deemed necessary, the building secretary will phone the Transportation Department regarding the availability of buses for transport to Lincoln Junior High School or Knox Presbyterian Church. Buses will pick up students on Magnolia Lane.
8. Students will remain with their assigned classes for the duration of the transportation procedure and the assembly at Lincoln Junior High or Knox Presbyterian Church.
9. Upon arrival at Lincoln Junior High or Knox Presbyterian Church, attendance will be taken.
10. At Lincoln Junior High or Knox Presbyterian Church, a communication system will be activated to notify parents.
11. Students will be dismissed to parents by the Principal/Assistant Principal after it is deemed that conditions are safe.
12. When dismissal begins, students will be dismissed to their parents only.
13. Parents who pick up children must sign out with classroom teachers.
14. If parents are not available, students will be retained until regular dismissal time.
15. If, at regular dismissal time, students who have not been picked up by their parents, buses will be used to transport them home.
16. A communication base will be established during the event at the Administration Center (630-420-6300) for parents' questions and information.



**Home  
& School**  
Elmwood Elementary School

## **Elmwood Home & School Association**

Home and School is a parent volunteer-driven association that works closely with school staff to enhance the student experience at Elmwood.

Home and School's fundraising efforts allow us to sponsor programs including field trips, assemblies, class parties, movie nights, Watch D.O.G.S., Field Day and the school garden. Home and School also provides funds for teacher supplies and items needed by the school such as new choral risers and new folding chairs for student performances.

All Elmwood families are automatically members of Home and School and we encourage you to take the opportunity to volunteer for an organization that touches your child's educational experience every day. Research shows that when parents are actively involved in their child's education, the results include improved student achievement, reduced absenteeism, improved behavior, and restored confidence among parents in their children's schooling. We all lead very busy lives, but if every family donates a few hours of their time to Elmwood each school year, we can achieve amazing results to benefit our children! Many volunteer opportunities can be flexible to fit the needs of working parents or those with little ones at home.

If you are interested in volunteering to serve on a Home and School committee, now or at any point throughout the school year, please email Carolyn O'Connor & Elizabeth Traeger, H&S Co-Presidents, at [elmwoodeagles@gmail.com](mailto:elmwoodeagles@gmail.com). If you have any questions about volunteering or any other feedback, please don't hesitate to reach out. We look forward to working with you this year!

Sincerely,

Carolyn O'Connor & Elizabeth Traeger  
Elmwood Home & School Co-Presidents